eCorner®
Secure eBusiness Solutions™

eCorner Stores Plus CloudShops

Quick Start Guide

eCorner Pty Ltd
Australia Free Call: 1800 033 845
New Zealand: 0800 501 017
International: +61 2 9494 0200
Email: info@ecorner.com.au

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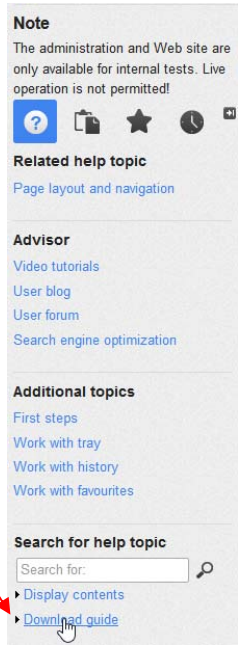
Quick Start Guide

Just a few steps are required before your shop can be used to sell online. We will show you how to quickly and simply create your online shop and enter the world of online business.

Note: The thirteen steps below describe the quickest way to open a functional shop. Please keep in mind that there are many options for making your shop even more user-friendly and appealing. For more information, please consult relevant chapters in the user guide.

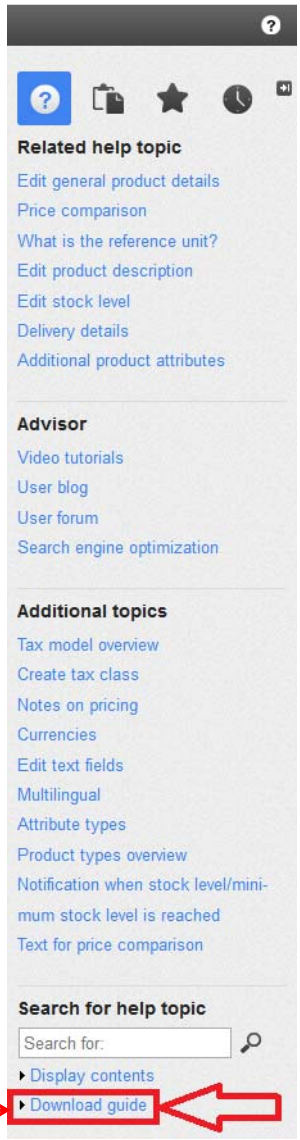


Thirteen steps before opening your shop

1. Select the topic of the website
2. Find suitable design
3. Specify your address
4. Edit design details
5. Edit contents of the home page
6. Add products
7. Add delivery methods
8. Add payment methods
9. Complete contact information
10. Specify General Terms and Conditions
11. Write data privacy policy
12. Publish important customer information
13. Check settings for customer registration

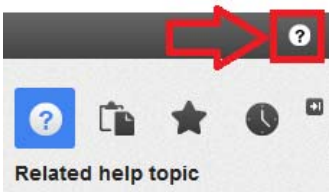
Getting help

Before we start, we would like to let you know that there are other ways of getting help in your online store.



Help Menu

The **Help Menu** will appear on the right side of the page. It can be hidden or opened by clicking on the help icon .



The content of the help menu will change based on the function that you are accessing.

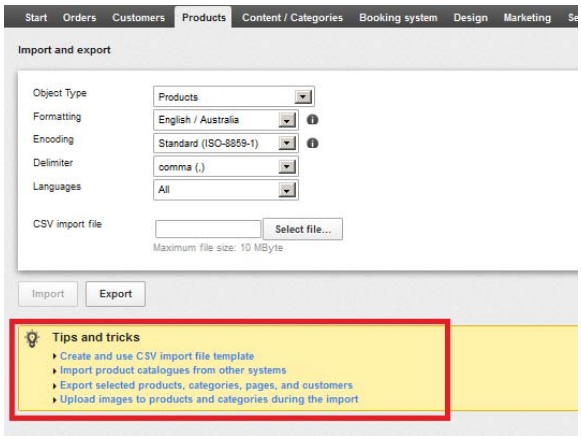
There are four tabs in the Help menu:

1. The **Help System** (with 'Related help topic', 'Advisor', 'Additional topics' and 'Search for help' fields)
2. The **Clipboard** – used for copy and paste
3. **Favourites** – where you can save frequently used pages
4. **History** – is refreshed each time you start a new browser session.

The entire User Guide can be downloaded from the Help Menu.

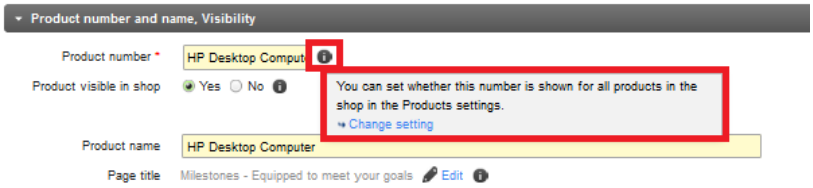
Tips and tricks

As you create your shop **"Tips and tricks"** will appear at the bottom of the page these will change based on the function that you are using.



Information icon

The information icon can be found throughout the set-up pages and offers advice and links to assist in the various functions and processes.


Product number and name, Visibility
Product number *
HP Desktop Comput
Product visible in shop
Yes
No
You can set whether this number is shown for all products in the shop in the Products settings.
Change setting
Product name
HP Desktop Computer
Page title
Milestones - Equipped to meet your goals
Edit

Sign-in

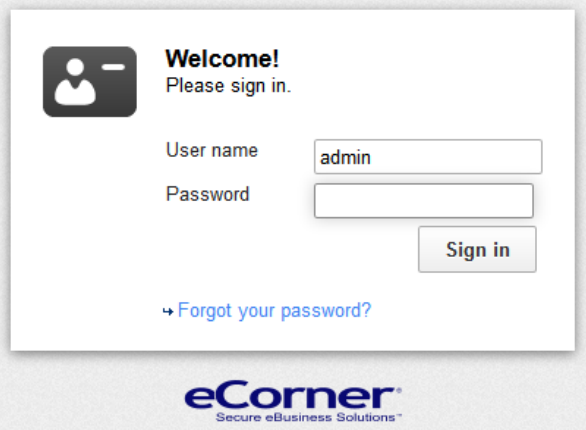
To set up your store, you have to first enter your back office. Your Admin Page is also known as the Management Back Office (MBO). This is where you will manage your online store, add products and process orders.

Check your welcome pack/email for the MBO Internet address (URL) specific to your eCommerce site.

A sign-in box will appear. Enter your user name and password that was sent in your Welcome Email.

When you login for the first time the Set-Up Assistant will appear. The Set-Up Assistant will guide you through the set-up process.

Subsequent logins will take you straight through to your shop's administration home page.



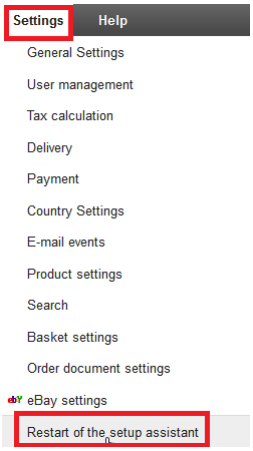
Note: If you have forgotten your password or want to reset it, follow the "Forgot your password?" link on the sign-in box.

The User name will be admin and the E-mail address will be the address you entered when setting up your shop. You will receive an email containing a link that will allow you to reset your password.

It is recommended to change the admin password to something unique soon after first login.

Set-up Assistant Wizard

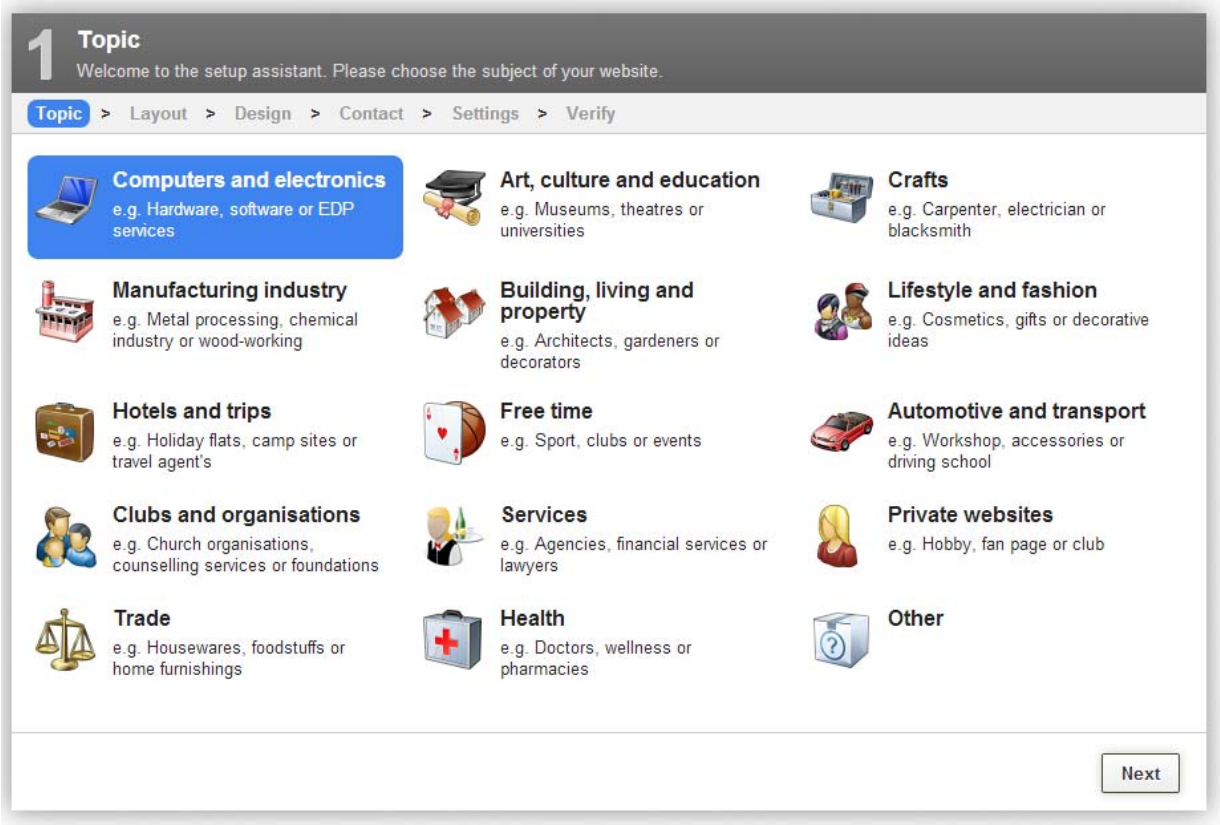
The Set-up Assistant will automatically take you through the initial design of your shop.



You are able to change anything later and can start the Set-up Assistant again at any time – by going to Settings -> Restart of the setup assistant.

Step 1 – Select a design:

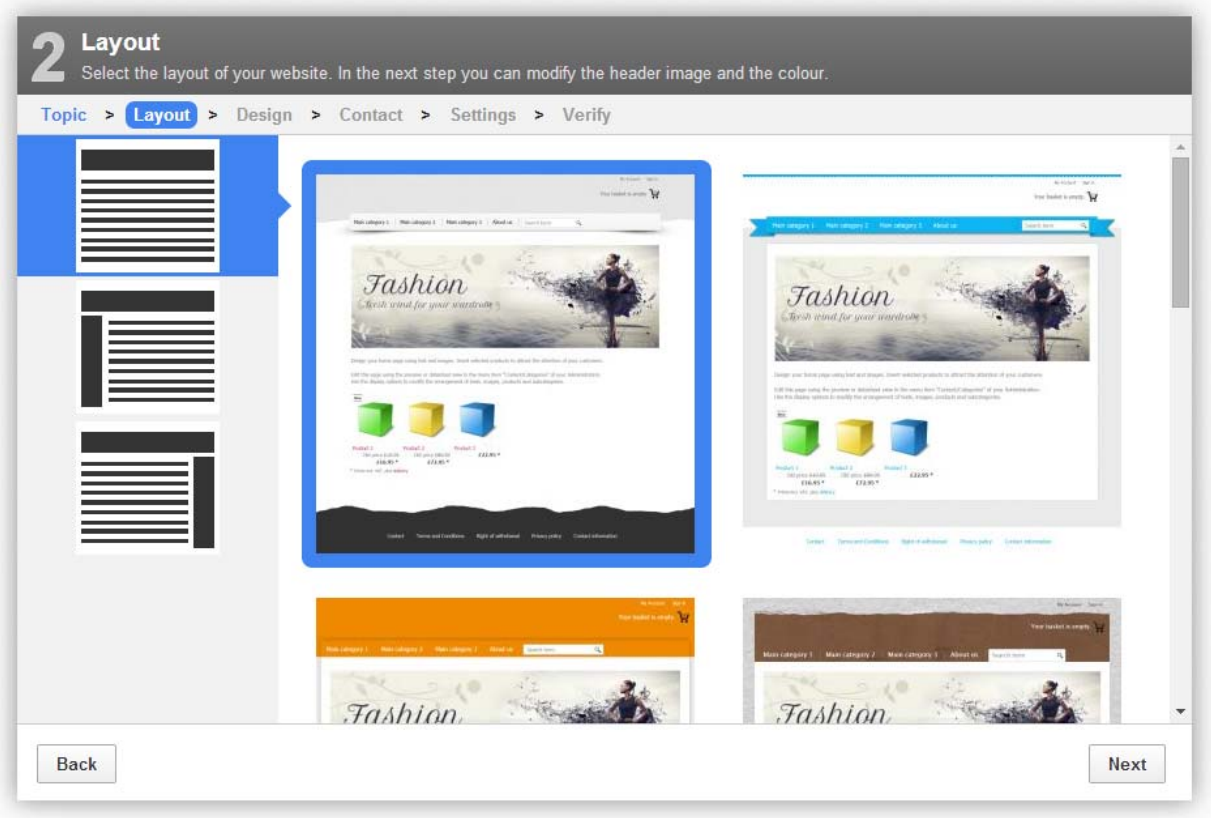
Choose a shop theme that is closest to your type of business.


1 Topic
Welcome to the setup assistant. Please choose the subject of your website.
Topic > Layout > Design > Contact > Settings > Verify
Computers and electronics
e.g. Hardware, software or EDP services
Art, culture and education
e.g. Museums, theatres or universities
Crafts
e.g. Carpenter, electrician or blacksmith
Manufacturing industry
e.g. Metal processing, chemical industry or wood-working
Building, living and property
e.g. Architects, gardeners or decorators
Lifestyle and fashion
e.g. Cosmetics, gifts or decorative ideas
Hotels and trips
e.g. Holiday flats, camp sites or travel agent's
Free time
e.g. Sport, clubs or events
Automotive and transport
e.g. Workshop, accessories or driving school
Clubs and organisations
e.g. Church organisations, counselling services or foundations
Services
e.g. Agencies, financial services or lawyers
Private websites
e.g. Hobby, fan page or club
Trade
e.g. Housewares, foodstuffs or home furnishings
Health
e.g. Doctors, wellness or pharmacies
Other
Next

Click on "***Next***" to proceed to the next step**.**

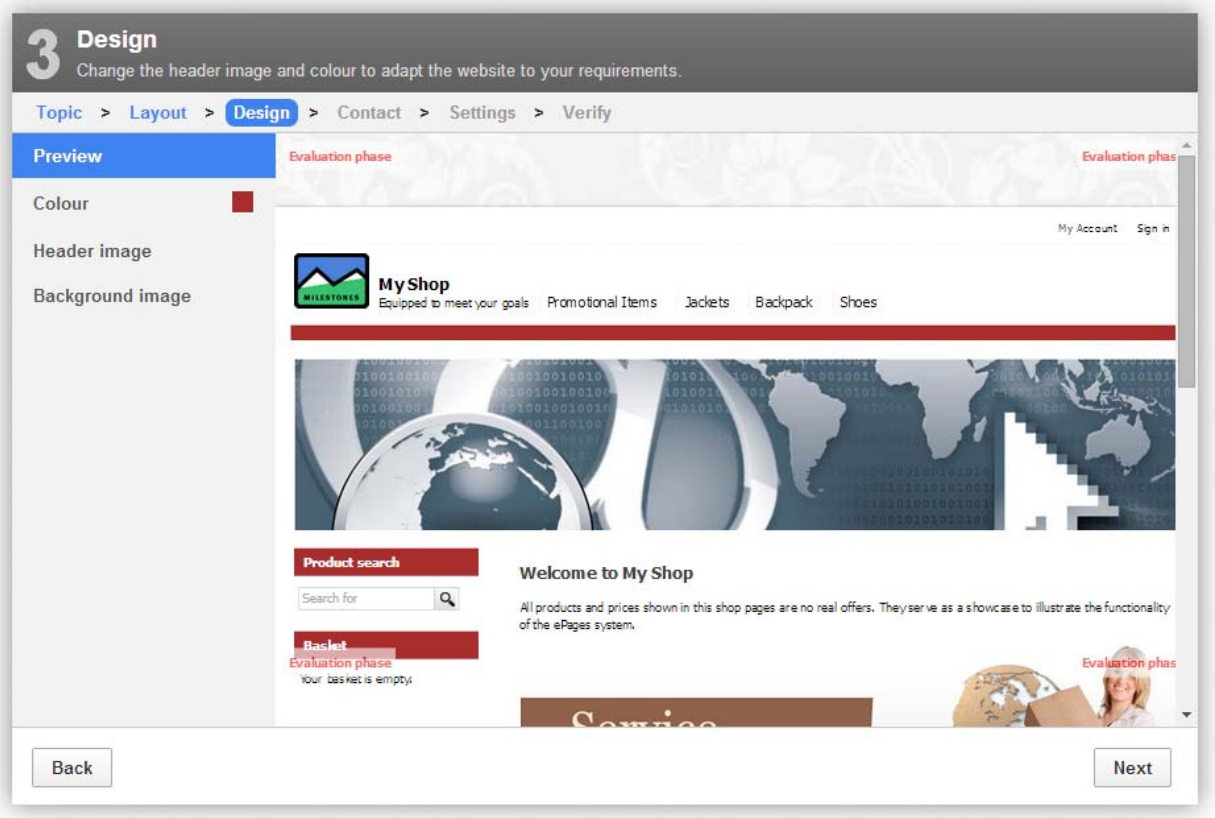
Step 2 – Choose a layout:

Choose a template that suits your business and requirements. Don't forget to check all the designs. There are lots available.


2
Layout
Select the layout of your website. In the next step you can modify the header image and the colour.
Topic > Layout > Design > Contact > Settings > Verify
Fashion
Fashion
Back
Next

Step 3 – Modify your shop design:

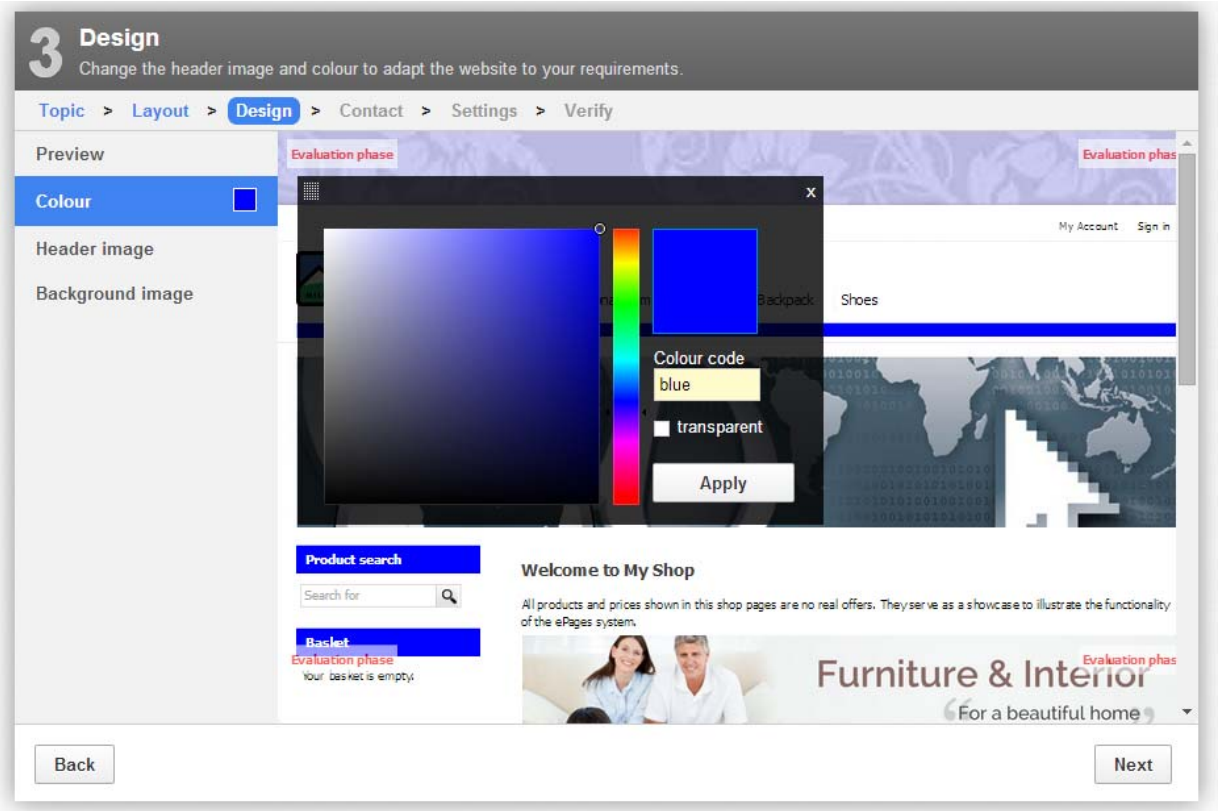
If you have already run the Set-up Assistant wizard and you have started it again then you will see an image of your design in the preview window. Otherwise, you will see the design that you have selected.



You can change the banner images and also change the default colours of the design you selected. Different templates will allow different levels of modification.

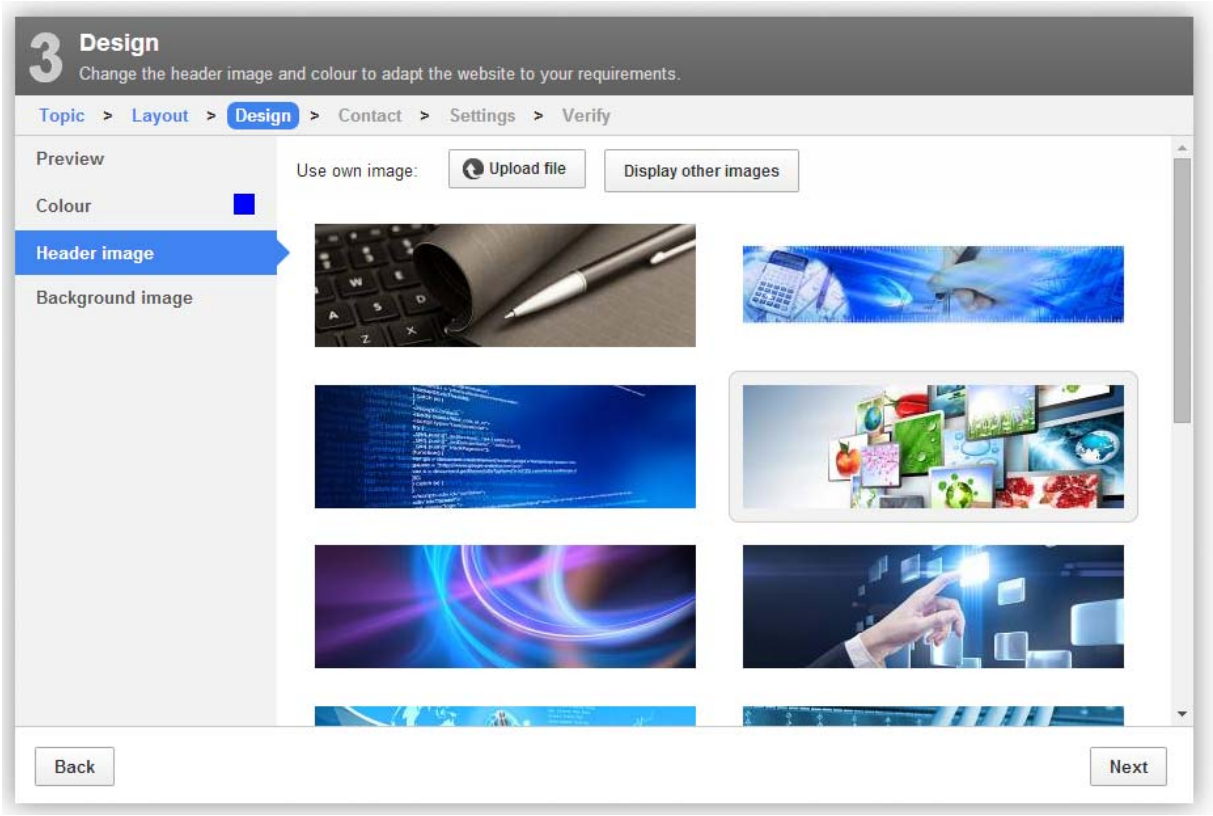
Using the wizard you can change the primary colours, banners and background of the template that you choose.

When using the colour picker you can use the HTML colour number or more simply just enter the name of a colour like red or blue or darkblue as examples.


3 Design
Change the header image and colour to adapt the website to your requirements.
Topic > Layout > Design > Contact > Settings > Verify
Preview
Colour
Header image
Background image
Evaluation phase
Colour code
blue
transparent
Apply
Product search
Search for
Basket
Your basket is empty.
Welcome to My Shop
All products and prices shown in this shop pages are no real offers. They serve as a showcase to illustrate the functionality of the ePages system.
Furniture & Interior
For a beautiful home
Back
Next

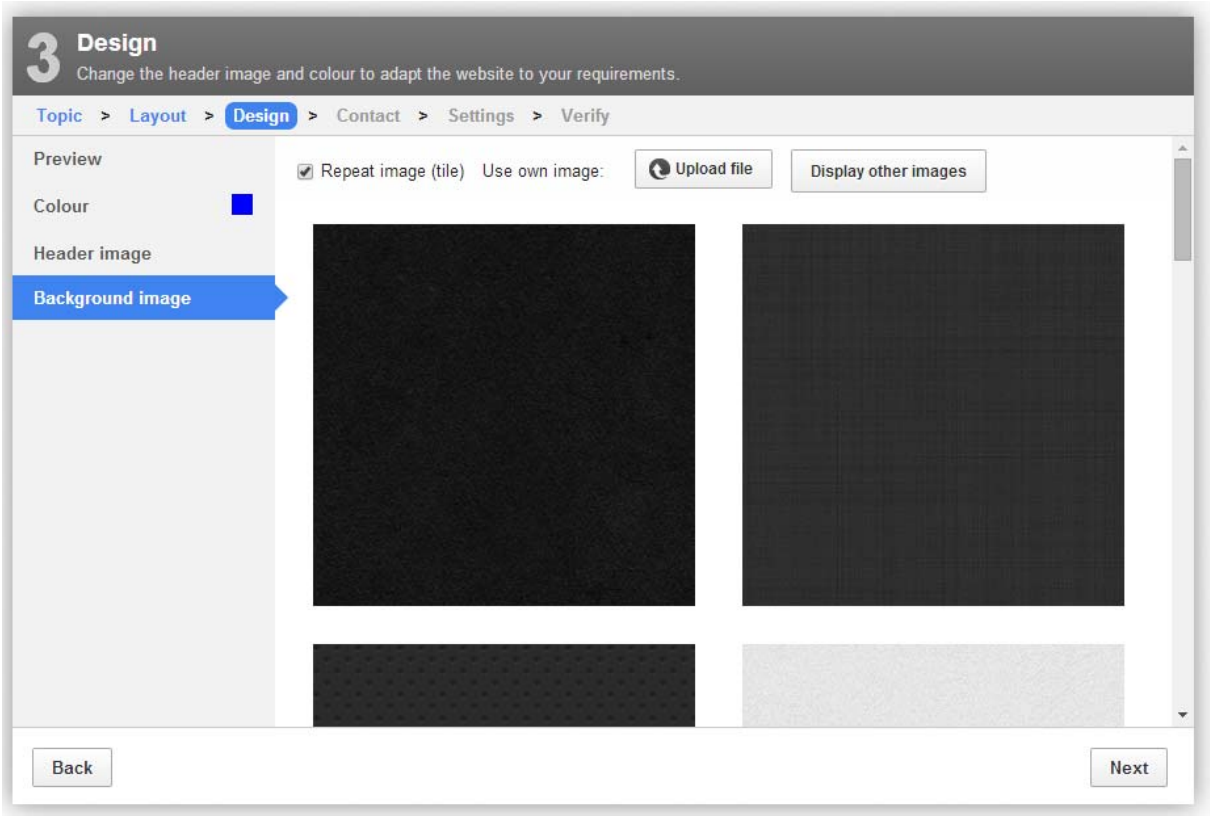
You can select the banner image from our wide range of free images. You will be presented with the most relevant banner images for your shop theme. Other banner images can be selected later.

You can upload a banner image that you have on your computer to use as the banner image in the shop. The actual height of the header area and the width of the website can be changed later in the Design Manager once the wizard is finished.



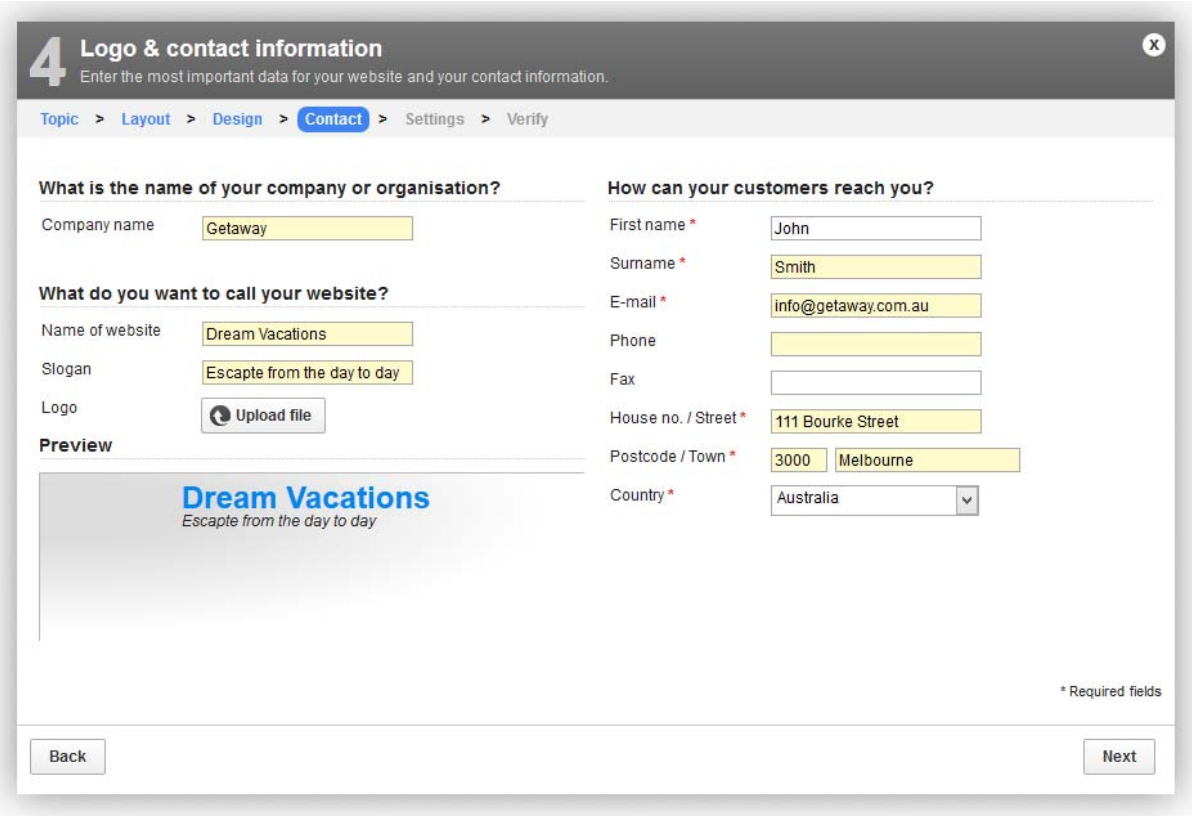
After you change the banner image you will see a preview of your design.

On the Background Image tab, you can select from predefined background images (or upload some of your own – 'Upload' file button). Also, to show more images that come with the shop click Display Other Images button.

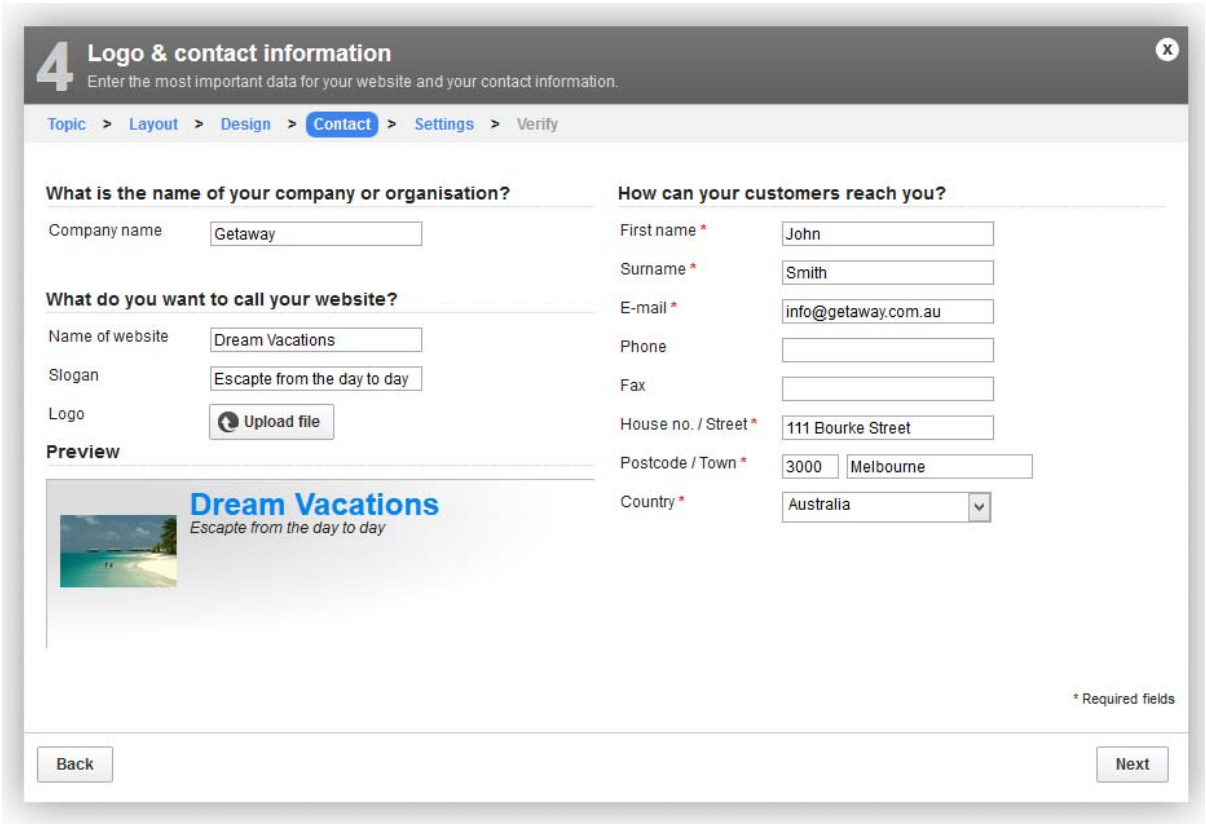

3
Design
Change the header image and colour to adapt the website to your requirements.
Topic > Layout > Design > Contact > Settings > Verify
Preview
Colour
Header image
Background image
Repeat image (tile)
Use own image:
Upload file
Display other images
Back
Next

Step 4 – Add shop information:

Now you can add your contact information, give your store a name and choose a slogan to complement your brand.

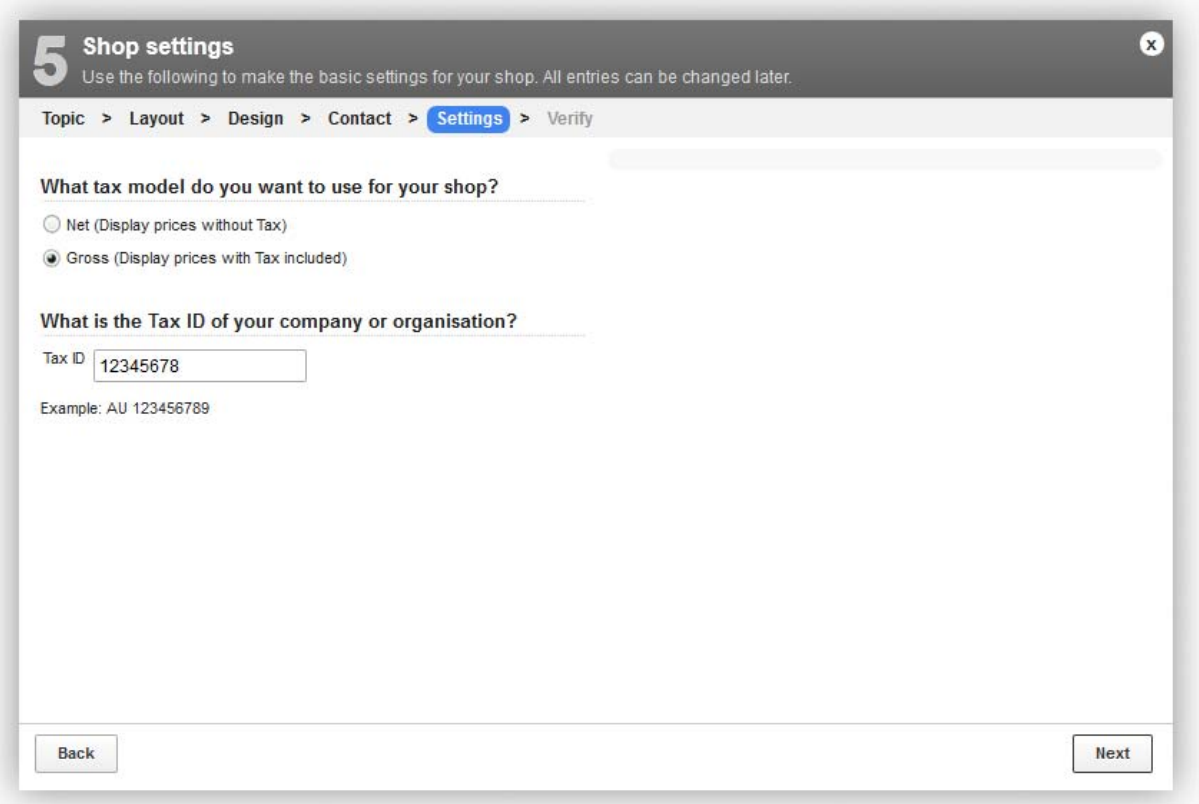


You can also upload a logo that will be scaled to fit the template that you are using by clicking the 'Upload file' button which is next to Logo.



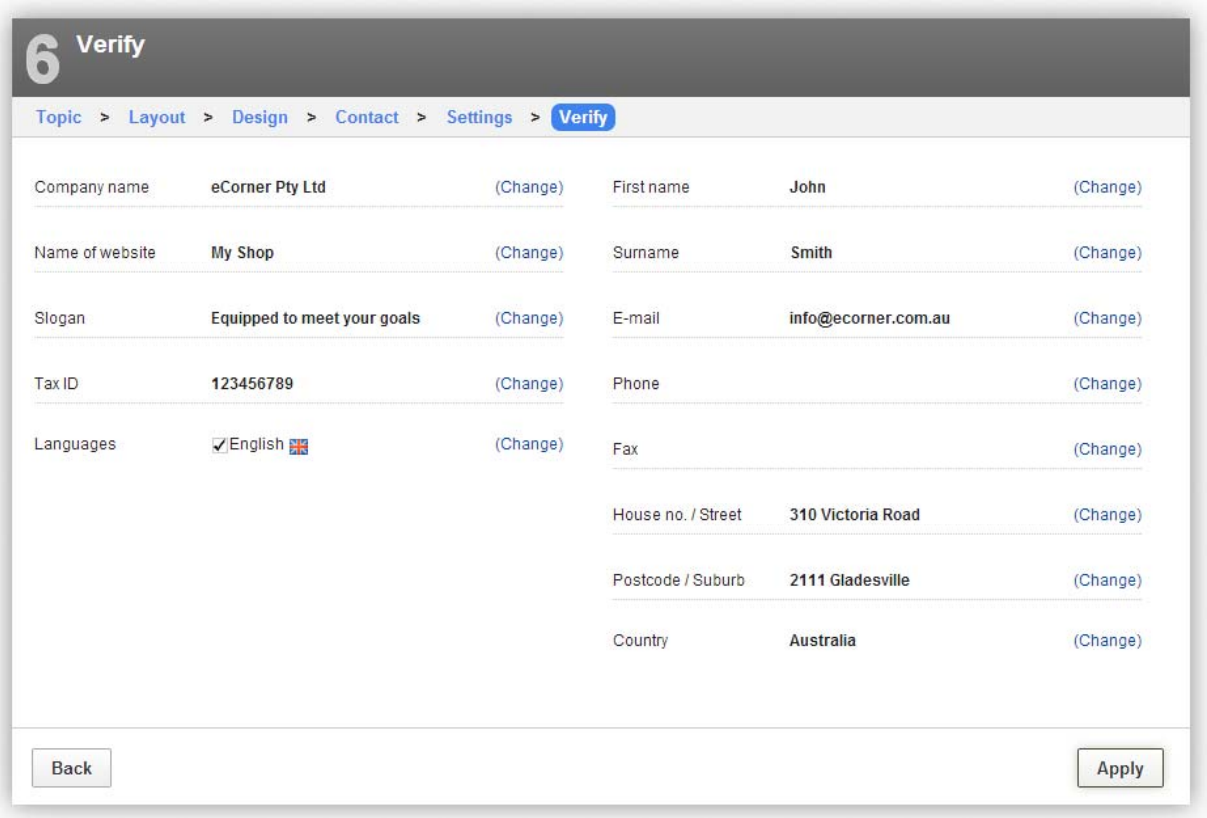
Step 5 – Enter your tax setting:

This is very important for you. For most shops selling to consumers the tax setting will be Gross, but if you are unsure then ask your accountant or financial advisor.


5
Shop settings
Use the following to make the basic settings for your shop. All entries can be changed later.
Topic > Layout > Design > Contact > Settings > Verify
What tax model do you want to use for your shop?
Net (Display prices without Tax)
Gross (Display prices with Tax included)
What is the Tax ID of your company or organisation?
Tax ID
12345678
Example: AU 123456789
Back
Next

Step 6 – Check your work.

Review and check your set-up and make any changes that you need. Finally click on the "***Apply***" button.


6 Verify
Topic > Layout > Design > Contact > Settings > Verify
Company name eCorner Pty Ltd (Change)
Name of website My Shop (Change)
Slogan Equipped to meet your goals (Change)
Tax ID 123456789 (Change)
Languages English (Change)
First name John (Change)
Surname Smith (Change)
E-mail info@ecorner.com.au (Change)
Phone (Change)
Fax (Change)
House no. / Street 310 Victoria Road (Change)
Postcode / Suburb 2111 Gladesville (Change)
Country Australia (Change)
Back
Apply

Congratulations your initial design is complete!

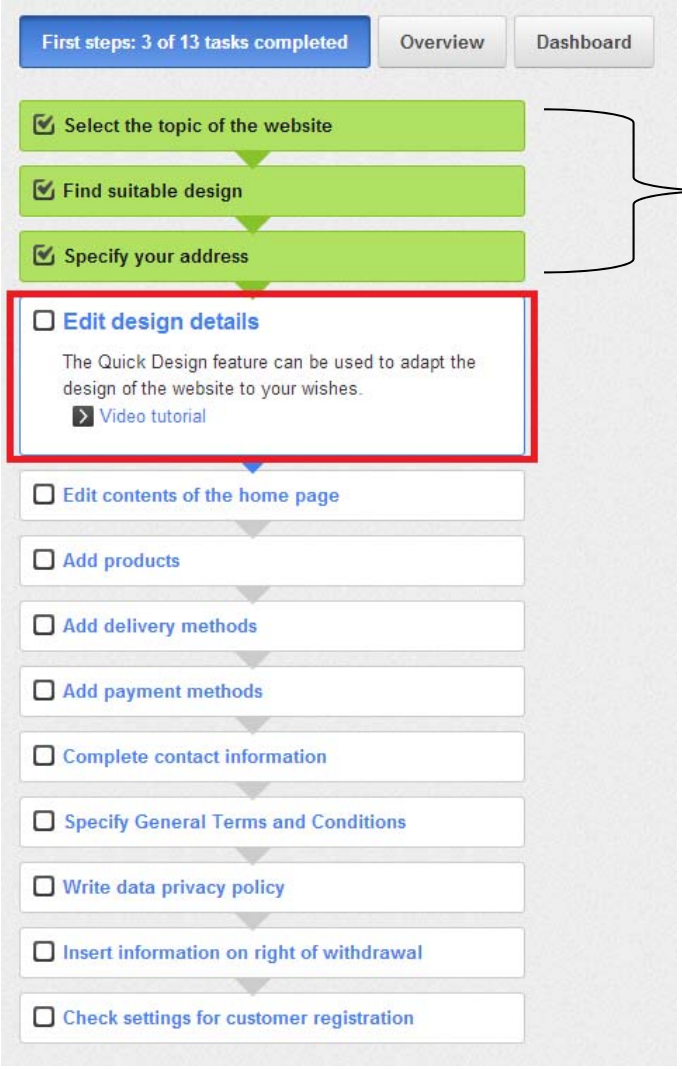
You can view the page that you are currently editing at any time by clicking on the "***See your site: Website***" button at the top of the page on the right-hand side.
Note: Before doing this, click on **"Page cache: Update now"** so you see the latest changes.

Complete Your Store Set Up

First Steps Checklist

After you have completed the Set-up Assistant wizard you will be taken to the “First Steps” page in the administration section. This built-in checklist will help you keep track of some of the important tasks that need to be completed as part of your shop set up. This is a guide only and not all of the steps are mandatory.

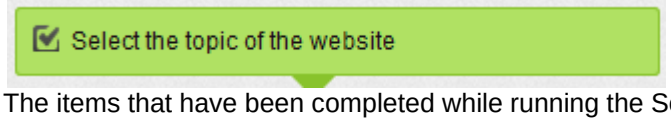
By selecting a step you will be taken directly to the relevant page in the MBO to complete that particular step in the process.


First steps: 3 of 13 tasks completed
Overview
Dashboard
Select the topic of the website
Find suitable design
Specify your address
Edit design details
The Quick Design feature can be used to adapt the design of the website to your wishes.
Video tutorial
Edit contents of the home page
Add products
Add delivery methods
Add payment methods
Complete contact information
Specify General Terms and Conditions
Write data privacy policy
Insert information on right of withdrawal
Check settings for customer registration

These steps are completed automatically when you go through the Set-Up Wizard Assistant

When you are done completing a step, you can return to the 13 Step Checklist by clicking on the “First steps” button that appears on the left side of the screen or by going back to Start on the main menu.

If you put your mouse over an item then you will see a short explanation of that item shown alongside the step.



The items that have been completed while running the Set-up Assistant will be identified with a green tick.

Here is a bit more detail on First Steps Checklist:

☐ **Select the topic of the website**

Select a layout and design based on the type of business, products and services you will be selling.

☐ **Find suitable design**

Choice of layout determines the design of your website or template you use. You can add or change templates later in the Design Menu

☐ **Specify your address**

This contact data will be used when the address details of your website are published.

☐ **Edit design details**

The Quick Design feature can be used to adapt the design of the website to your wishes.

Refer to Page 32 for more detail on Tailoring Your Shop Design

☐ **Edit contents of the home page**

Add texts and pictures to the home page, with which to greet visitors to your website and encourage them to browse.

☐ **Add products**

Create your own products. Enter prices, descriptions and attractive photos. Next, assign your products to categories.

Refer to page 19 for more detail on Creating Categories

Refer to page 21 for more detail on Creating Products

☐ **Add delivery methods**

Add the delivery methods required for your business. The Australia Post calculator will be available with two domestic delivery options (Regular and Express Post) and five international options.

Refer to page 25 for more detail on Adding Delivery Methods

☐ **Add payment methods**

Credit card payment by PayPal is a standard payment method available for your store but you can also create other methods, for example, pay by invoice.

Refer to page 26 for more detail on Adding Payment Methods

☐ **Complete Imprint**

Complete the company contact information with information about the operator of this website. The Imprint is also known as the provider ID. This information will be available to visitors to your store and may be also passed to portals such as eBay during registration with them.

☐ **Specify General Terms and Conditions**

Specify your contractual terms and conditions under the General Terms and Conditions.

☐ **Write data privacy policy**

Since you are collecting personal data from your customers, you must tell them how this data will be used and stored. This is a legal requirement.

☐ **Publish important customer information**

In the customer information, enter important information about the order process and the delivery and payment options.

☐ **Check settings for customer registration**

Specify what form fields need to be filled out by customers registering or buying from your online store.

Refer to page 30 for more detail on Customer Registration

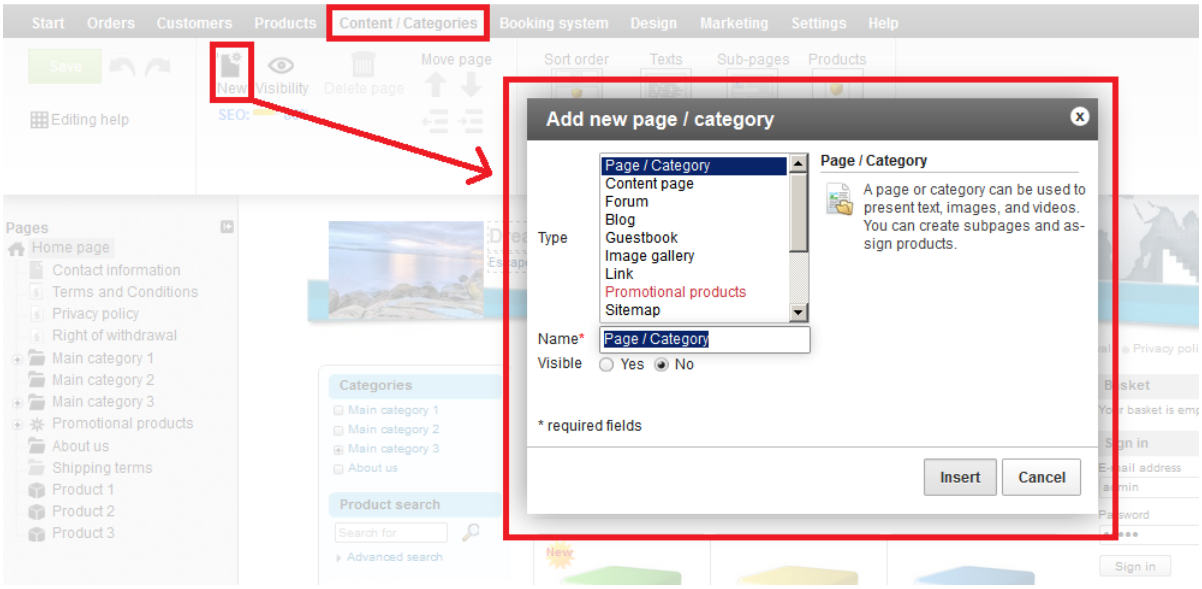
Creating Categories

After you have completed the design of your shop, the next step is to create categories of your products.

To create categories, click on ***Content / Categories*** in the upper navigation bar. You can enter the categories either in the visually oriented *Preview* mode or in the *Data Sheet* mode. The *Data Sheet* mode displays your data as a list.

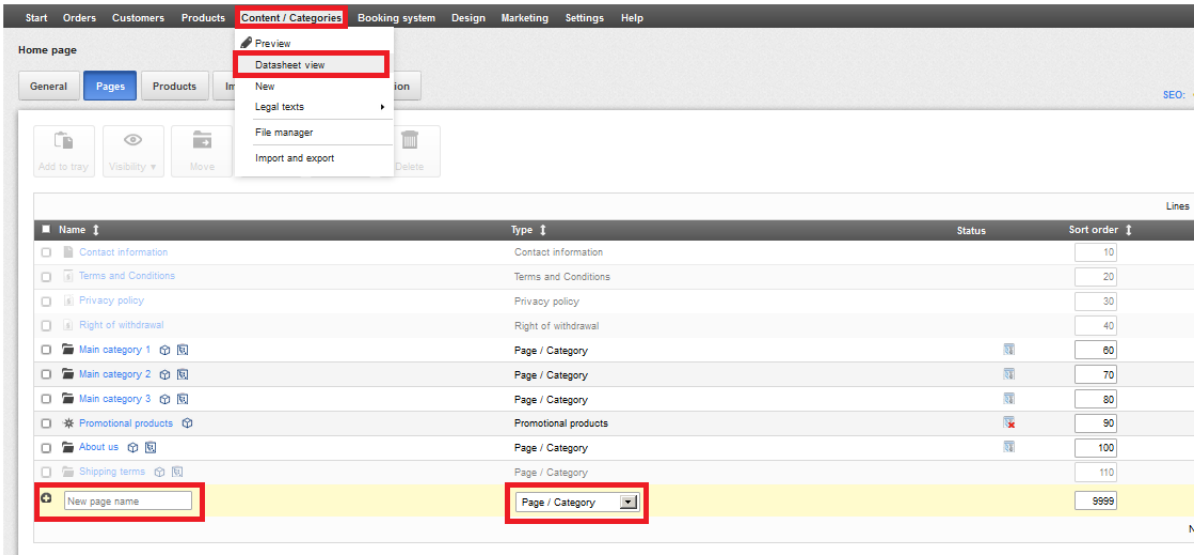
Preview Mode:

To create a category in the *Preview* mode, click on the *New* symbol and enter the name of your category.



Data Sheet Mode:

To create a category in the *Data Sheet* mode, use the text field and the drop-down menu as portrayed in the image below. Save your entries. The newly created category now appears in the list of pages.

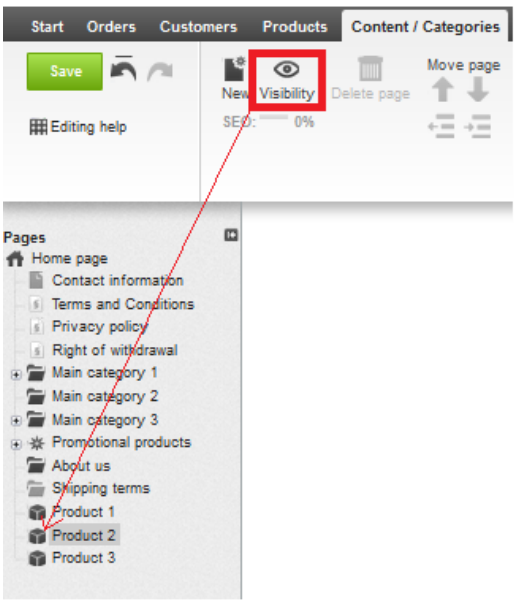


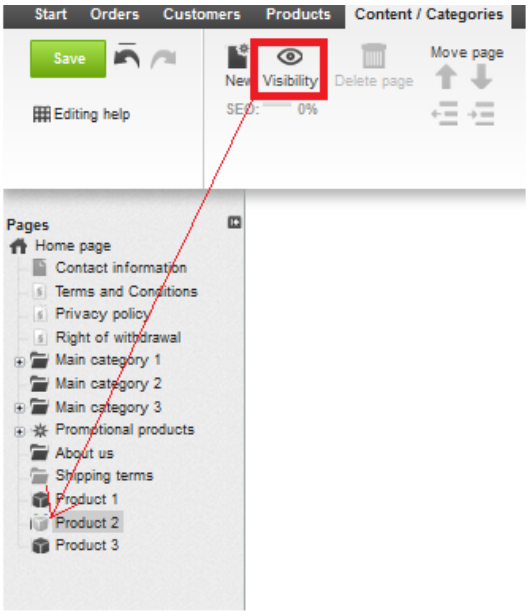
Making Categories Visible

It is important to make the product categories visible in your shop for your online customers.

Preview Mode:

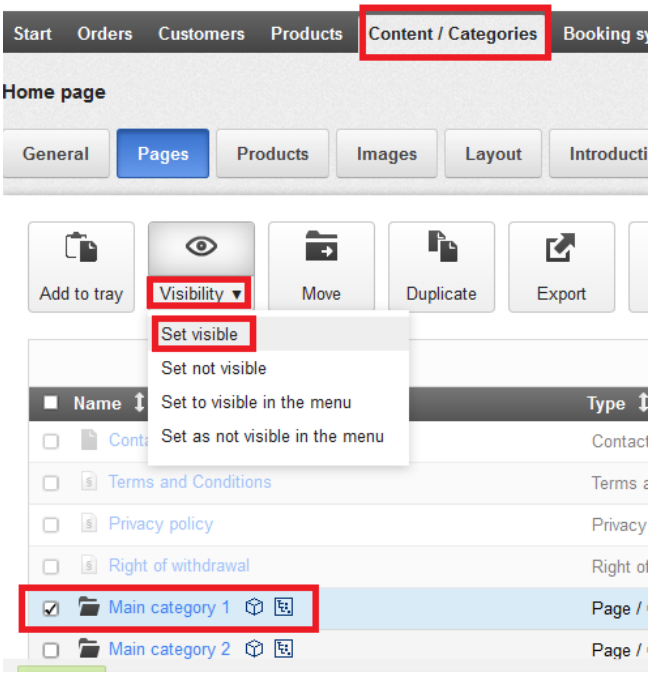
To do so in preview mode, click on the *Visibility* symbol, which is next to the *New* symbol. This will toggle the visibility on or off. Screen shot on the left is toggled on, once clicked again, its toggled off – screen shot on the right. Notice the icon is bold when it is visible and grayed out when it is not visible.





Data Sheet Mode:

If you are in *Data Sheet* mode, activate the category by clicking the checkbox next to the category and select *Visibility* among the batch processing icons. After you have selected the *Visibility* function, a drop-down menu will provide a set of choices. Select *Set visible.* The selections will be made and saved.

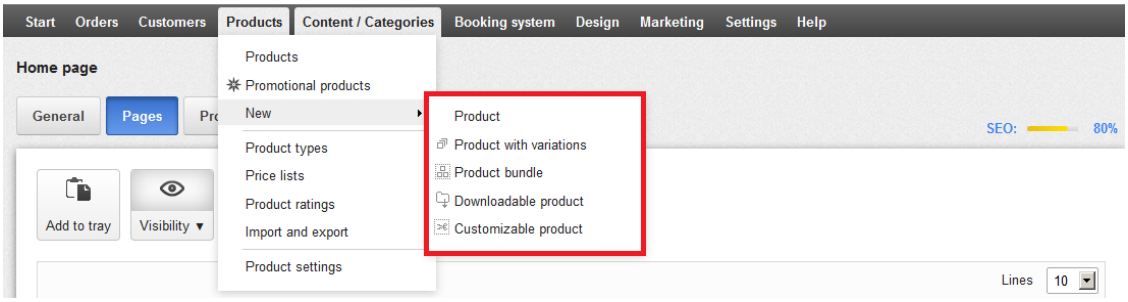


Creating Products

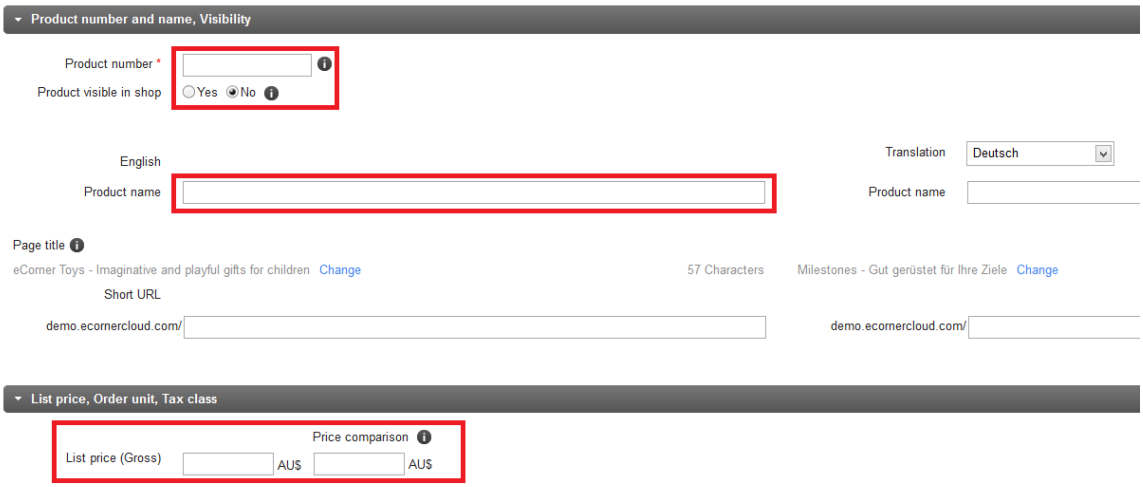
You can now create a product and assign it to a category.

Creating a new product

Click on ***Products >> New >> Product*** and the product-editing page will appear.



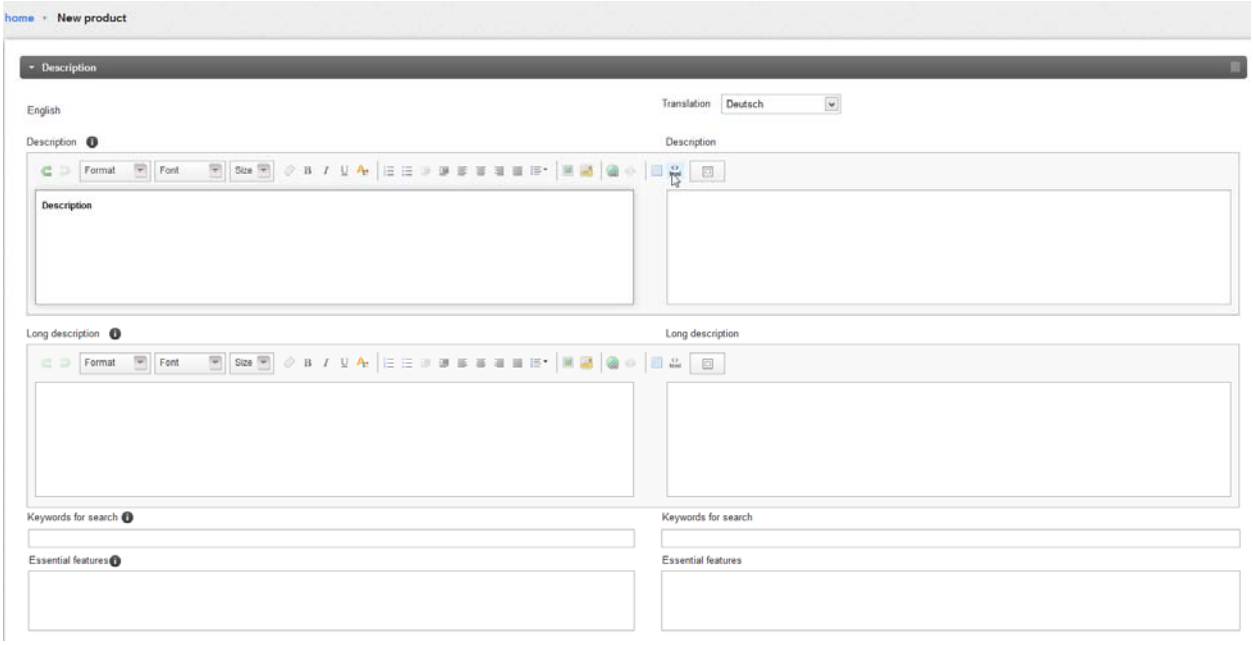
Enter at least one product number and its price, specify the tax class, and set *Product visible* status to *Yes.* These settings make the product visible in your shop.



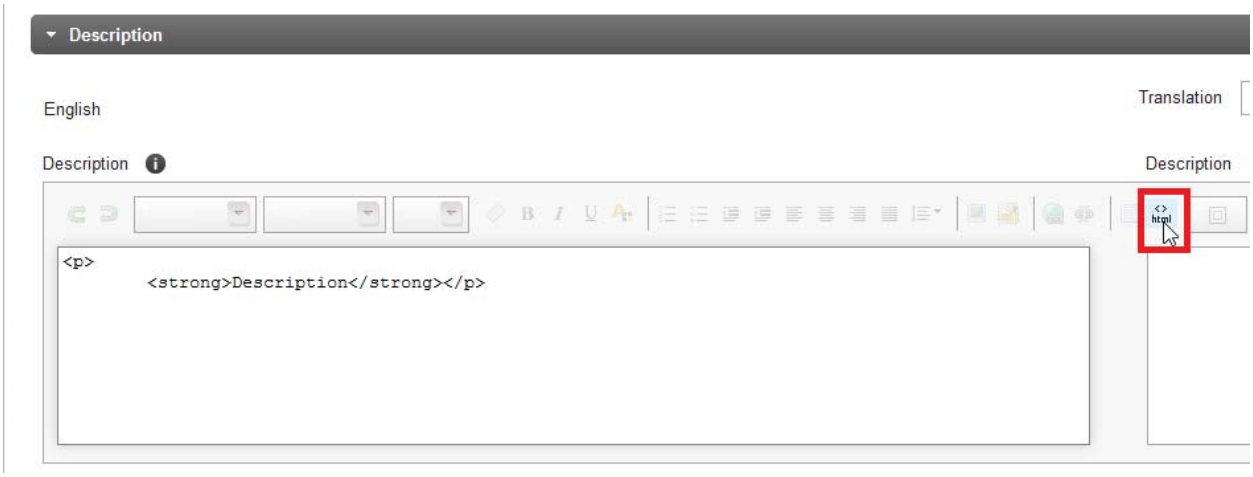
Product Description

To enter your product's name and description, click on the *Description* link.

Texts are edited either in HTML (computer code) or WYSIWYG (What you see is what you get) mode. We advise beginners to use the WYSIWYG editor, as shown below, because it allows you to process text and images without relying on code. To do so, use the left text edit box as seen in screen shot below.

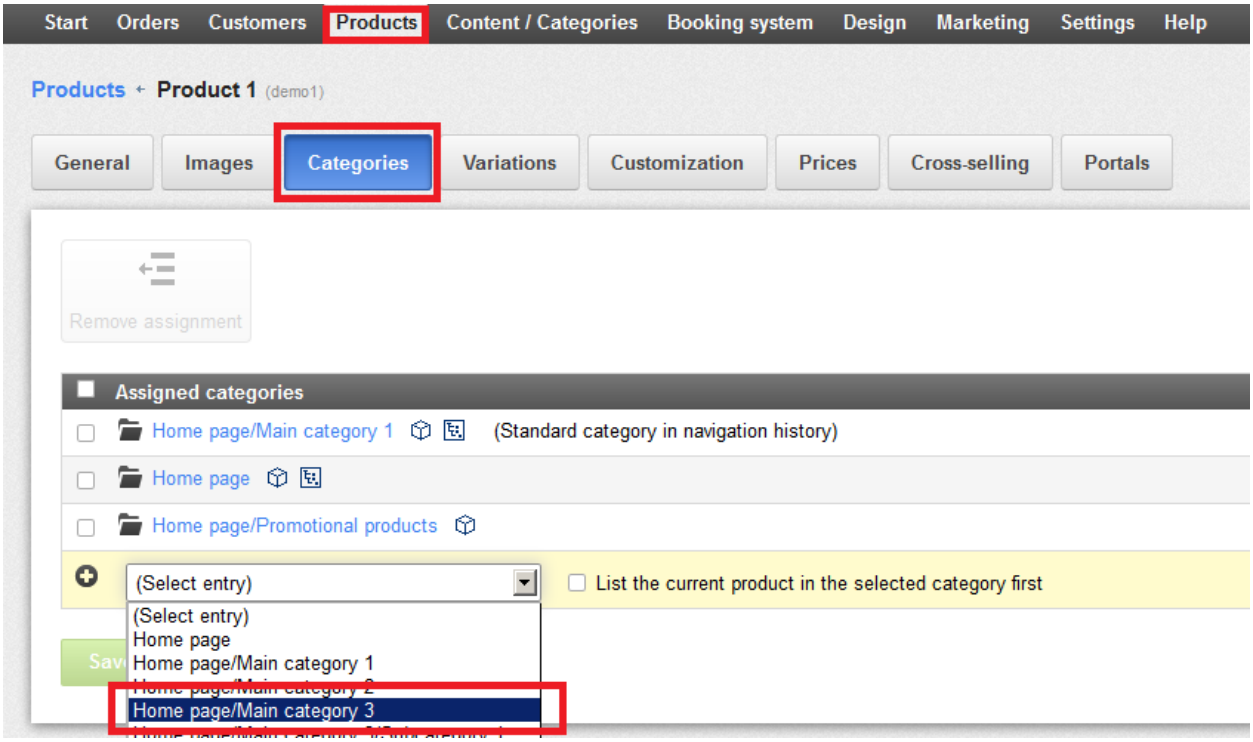


To see the HTML source code, click the <> HTML button, see in screen shot below.



Assigning a Product to a Category

Finally, you must place the product into a category - in this case, the newly created *Products* category. Click on the *Categories* tab, select *Categories/Products* in the drop-down menu, and then save your selection.



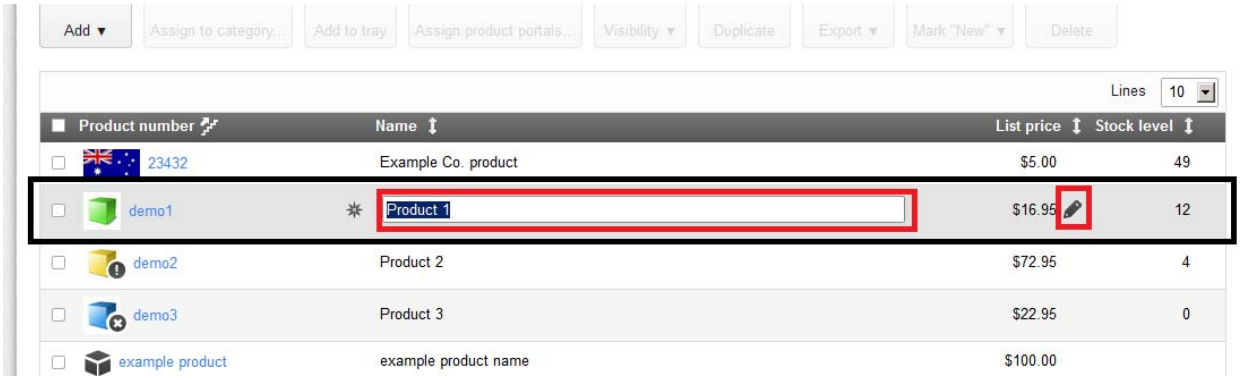
Follow this same procedure for all additional products.

Please consult the User Guide for descriptions of additional product-related functions, such as the creation of product variations and product bundles (several products are offered together as a bundle).

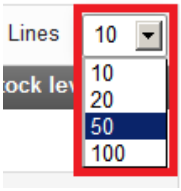
Note: A single product can be assigned to multiple categories.

Fast-Product Editing

You can edit and change the product name, price and stock level while in product-list view. Just move your cursor over the text that you want to change and click on the pencil icon.

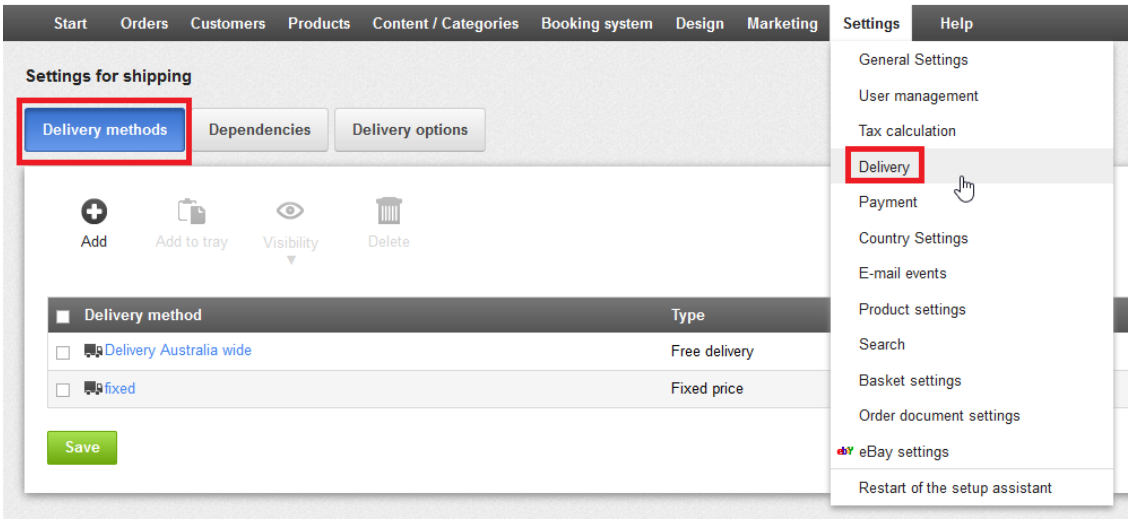


NOTE: In a list view throughout the MBO you can change the length of a list of the items that you can see using the “Lines” drop down list at the top right of the view.



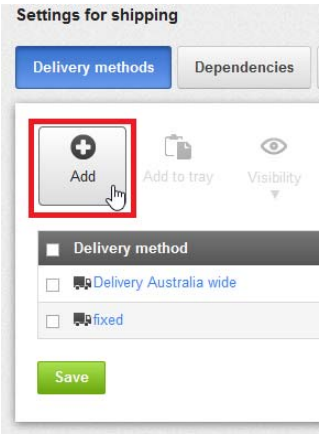
Activate Delivery Methods

You must now create at least one delivery method and one payment method. Click on ***Settings >> Delivery >> Delivery methods.***

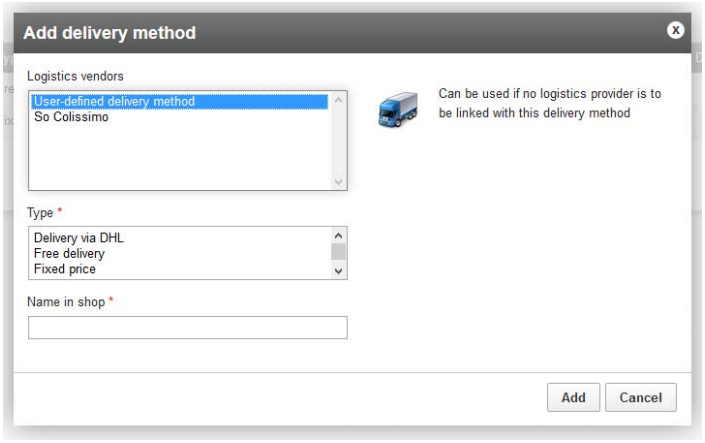


Delivery methods

To create a delivery method, click the Add button.



Follow the instructions to complete the delivery method.

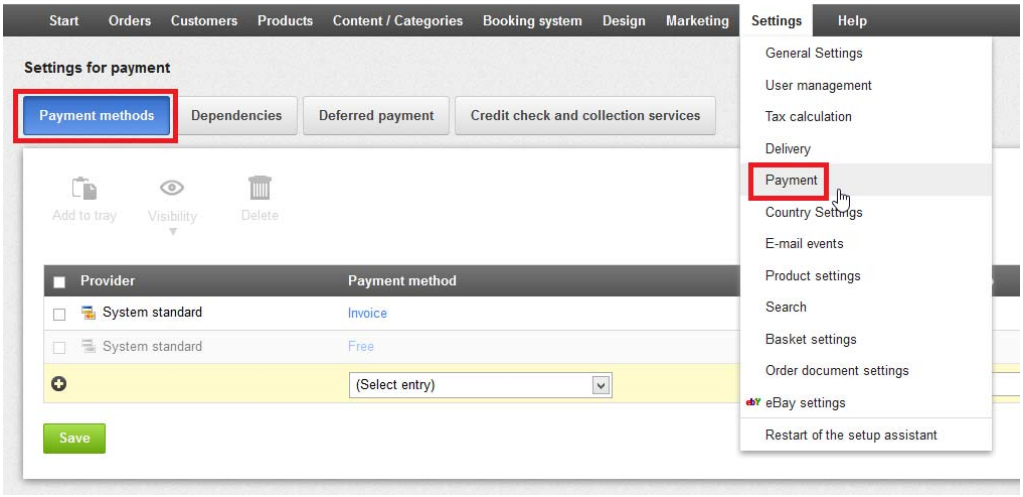


Here is a brief description of the various delivery methods, more information on setting up Australia Post options can be found on page 35 of this document and in the User Manual for other delivery methods:

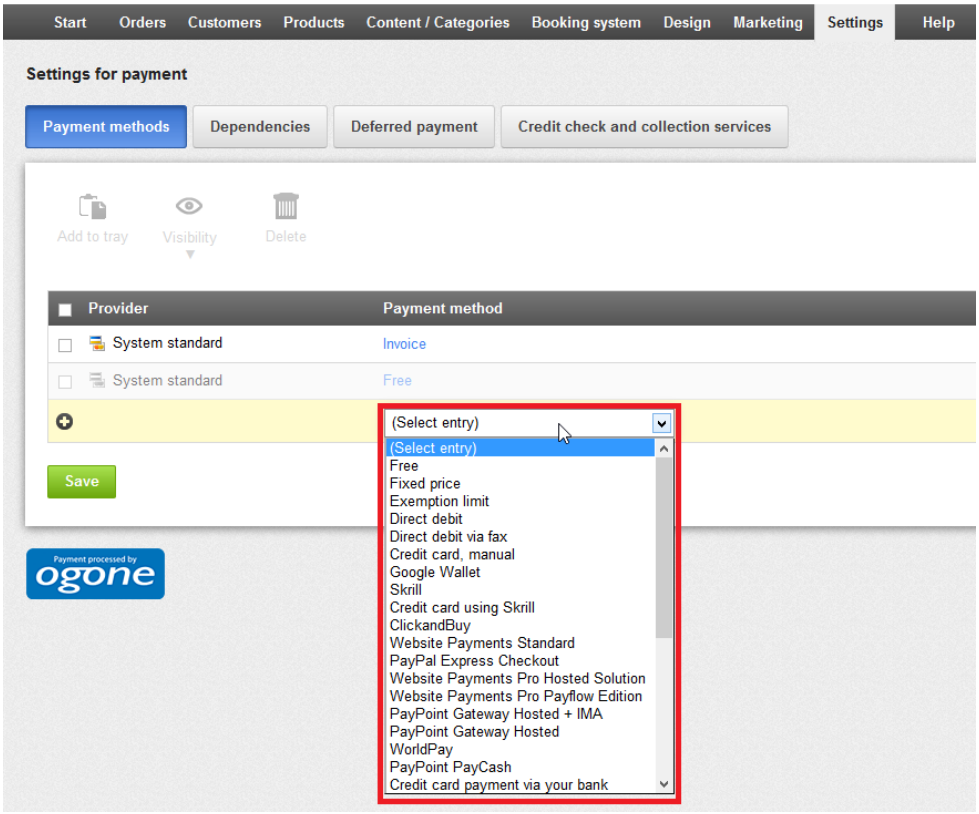
- Australia Post Calculator – You are able to configure up to seven possible Australia Post delivery methods – two domestic options (Regular parcels and Express parcels) and five international options (Air mail, Sea mail, Express Courier International document, Express Courier International merchandise and Express Post International) – see page 35 of this document for more details
- Free delivery – if you want to offer delivery to the customer at no charge
- Fixed price – if you want to offer delivery at a fixed price
- Exemption limit – using this method, you can provide free delivery for goods above a certain total value – e.g. Free delivery on purchases over $100
- Shopping basket total – the delivery charge will depend upon the order value
- Weight of the products in the shopping basket – delivery charge will depend on the weight of the products in the basket – e.g. Goods up to 5 kg will cost $10 and every kg over that weight will be another $1/kg.
- Number of products in the shopping basket – delivery costs based on the number of products in the basket – e.g. If you purchase more than 10 items, delivery is free

Activate Payment Methods

You also need to activate at least one payment method. Click on ***Settings >> Payment >> Payment methods.***



You create a new payment method by selecting your choice from the Type dropdown menu.



Here is a brief description of the various Payment methods, more information on setting them up can be found in the Appendix for Paypal.

- PayPal Express Checkout – For this payment method, the shopping basket data is transferred to PayPal. See page **Error! Bookmark not defined.** for more details
- Free – No other costs are charged to the customer when this method is used. This method should be used for payments that need to be manually confirmed by you – e.g. pay on

account, pay by cheque (be sure to update the description of the Payment Method so it doesn't read "Free" any more)

- Fixed price – You define the additional amount that the customer should pay when using this payment method – e.g. you might charge $5 to process any payments by cheque
- Exemption limit – You define the additional amount that the customer should pay when using this payment method. In addition, you define a limit value (Limit) above which the customer must pay an order – e.g. if you spend at least $50 you can use PayPal
- Direct debit – This payment type makes sure that the customer's bank details are requested during the ordering process in the shop. The information entered is tested for completeness but not accuracy**. Note:** No test is carried out for the existence of the account entered or the presence of sufficient funds.

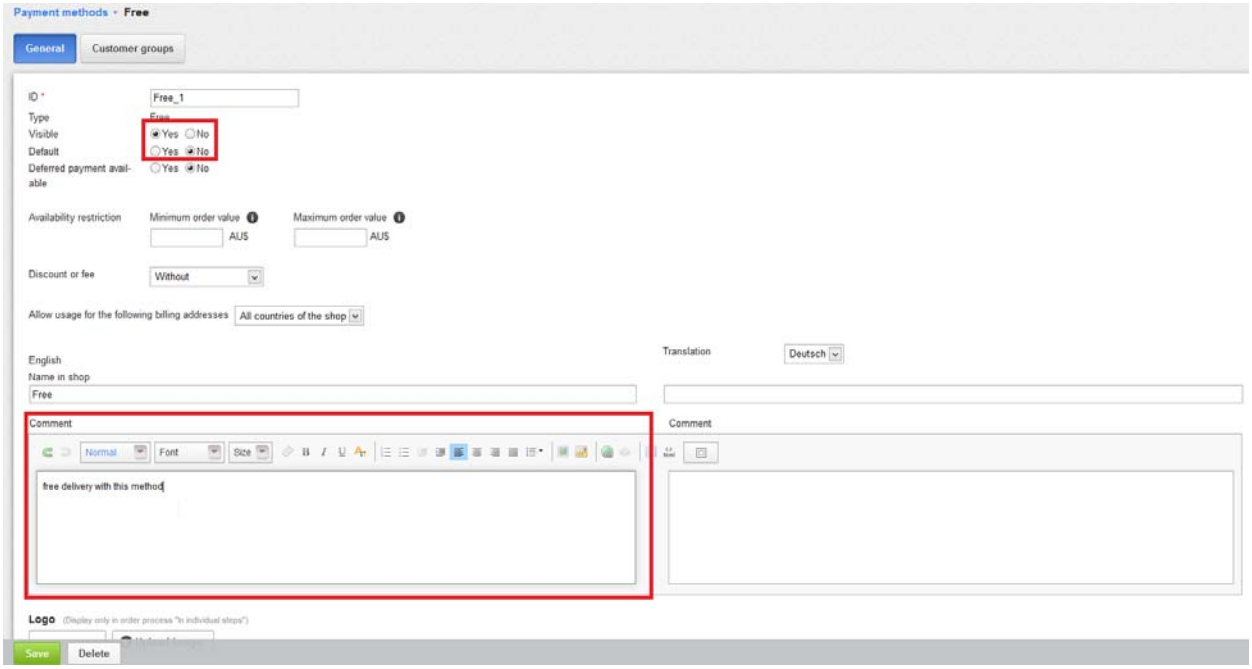
Making your payment method visible

Once you have completed and saved the settings in the Settings tab then you can make the payment method visible and set it as the default by selecting the relevant buttons.

We recommend that you select the *after payment* button to create orders after payment has been confirmed.

You can add a note or instructions that will appear to your buyers under the payment method name during the checkout process.

When complete click on "*Save*".

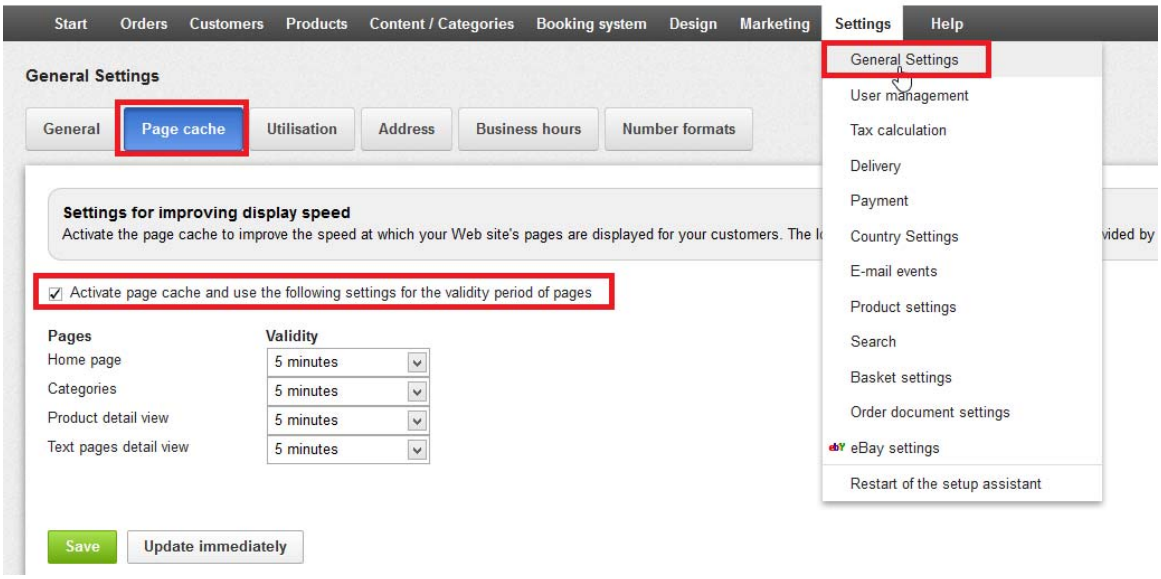


NOTE: You can make payment or delivery methods visible or not visible using the Batch Processing icons. If you do not have a visible payment and delivery method setup then your customers will not be able to check out.

Final Steps to Go Live

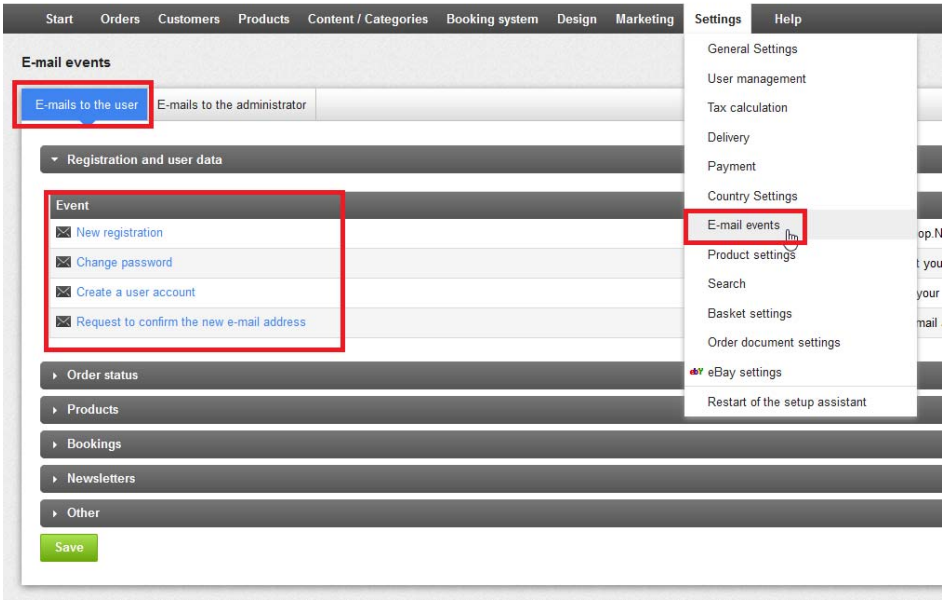
Define cache settings

When you are ready to go live ensure that your page cache is set to “on” so that your page is delivered to your visitors at the fastest speed.

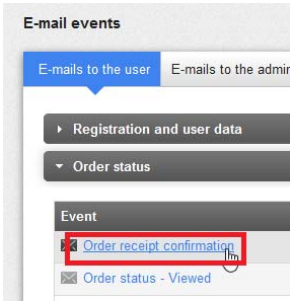


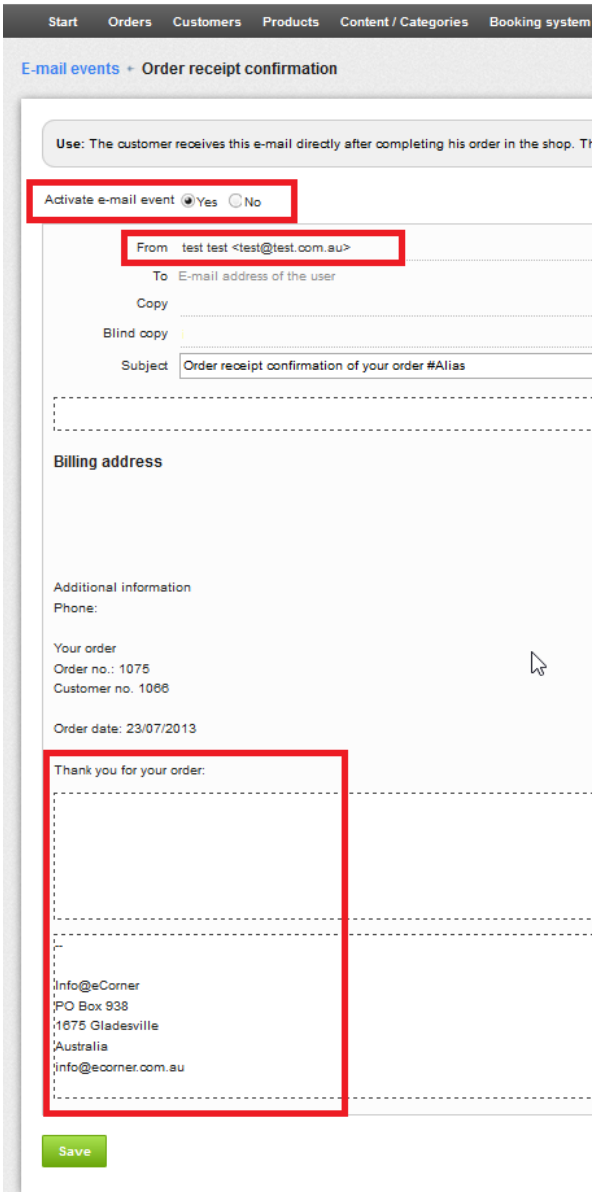
Activate E-Mail Events

There is a large selection of pre-configured email events to update your customers on the status of their order or registration. These can be modified via ***Settings >> E-mail events***.



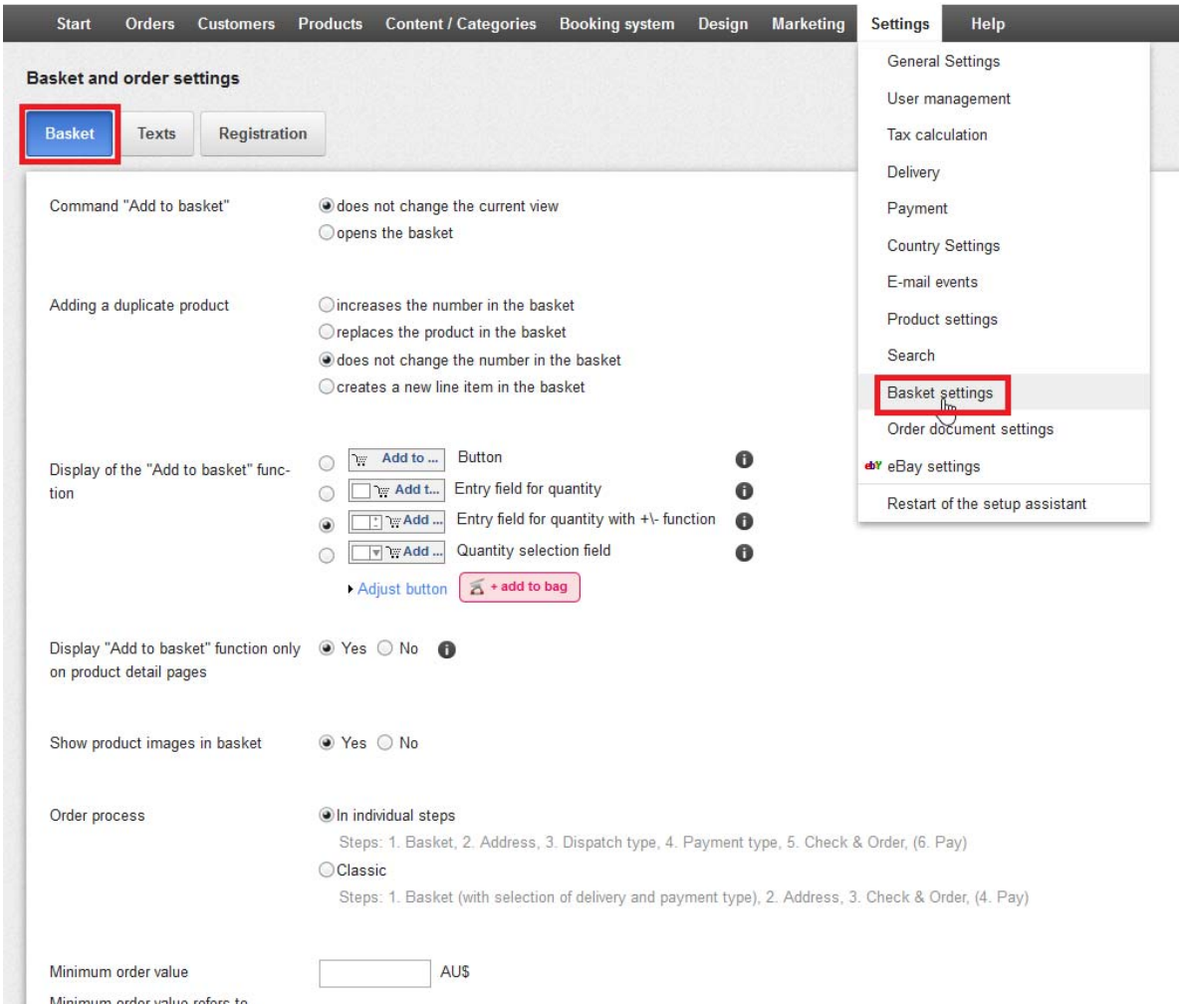
Then click on one of the activated events, enter informative text into the corresponding fields, and enter a sender's address. Make sure to save your entries.





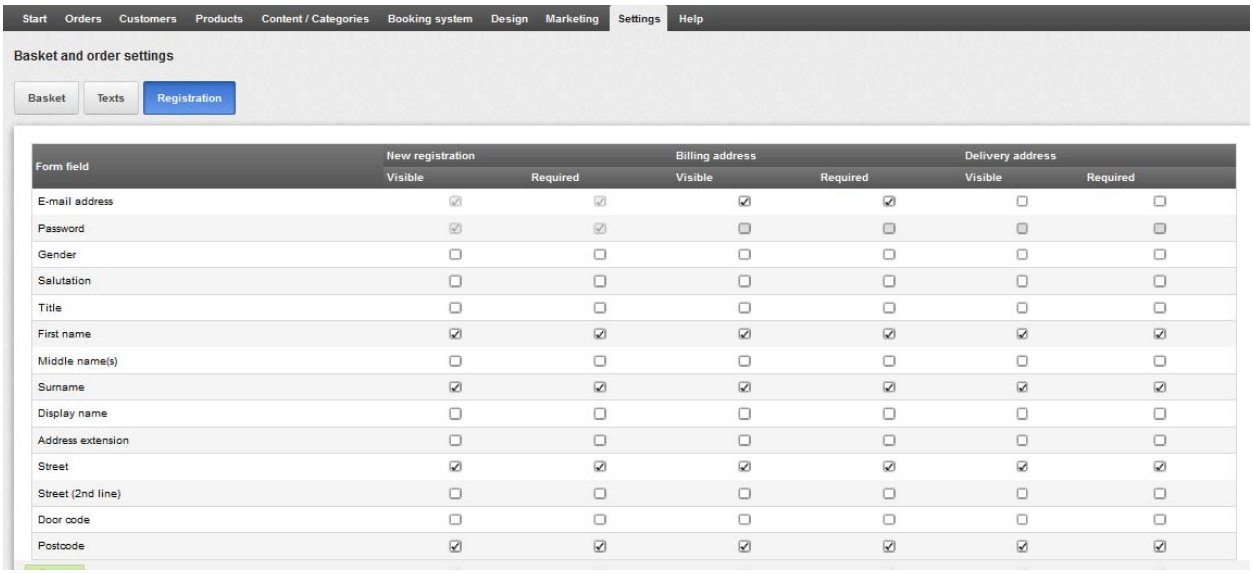
Shopping Basket Settings

The shopping basket is an important part of your store and you need to make sure that it is set up correctly. Review the basket settings at ***Settings Menu >> Basket settings***.



You can also change or customise the text that your customers will see during the shopping process and you can provide them with directions and advice. This can be done at the “Texts” tab in the Basket settings

It is also important to make sure that you have the correct fields enabled for the shopping process to complete. Use the “Registration” tab to customise the fields that your customers see.



There are three sets of fields that can be setup. We suggest that you use the same fields across each address type.

1. New Registration – these are the fields that will be seen when a customer 'registers' on your store and sets up a customer account. Any field can set to be visible or not visible to the storefront customer. The mandatory status determines whether or not the customer is required to enter information into a visible field.
2. Billing Address – The billing address is the customer's address (home or postal) and is also used as the delivery address unless a separate delivery address is specified.

   The visible billing address fields should be any address related fields that have been setup for 'New Registration'
3. Delivery Address – A customer can specify delivery to an address different from the billing address. The visible delivery address fields should be any address related fields that have been setup for 'New Registration'. Registered customers can use 'My Account' to specify one or more delivery addresses then nominate one of them, or the billing address, as the default delivery address. During the checkout process a registered customer can use any of the 'My Account' delivery addresses or enter a new delivery address. Non-registered customers can enter a delivery address separate from their billing address.

The field sequence and the field names as seen in the shopping cart cannot be changed.

You must have certain fields enabled if you want the shopping cart process to complete successfully these should be made **visible and required**:

- First name
- Surname
- Street
- Postcode
- Suburb
- Country
- State
- Email

It is also advisable to have the 'Street (2nd line)' field visible (but not mandatory). Customers can then enter a second line for their street address only if necessary.

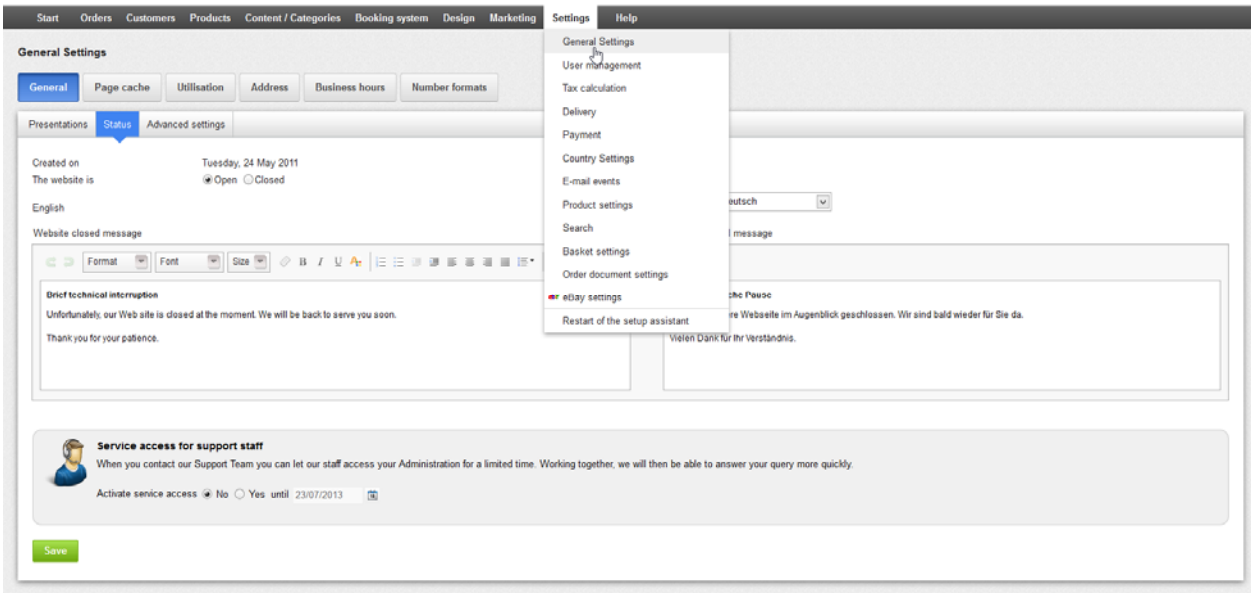
Test Your Shop

Please test your shop before you publicise your webstore's Internet address. You need to verify that your settings and any modifications (logo, design, products, etc.) function properly and appear as intended. Click on several of your pages and products; place an order as a test; register as a customer and verify that everything functions without any issues and that e-mails contain the right information.

Note: If emails cannot be sent — even though all addresses have been entered correctly — Please contact eCorner.

Open Your Shop

If you are satisfied with the results of testing, then make your shop store available for business on the Internet by setting it Open in ***Settings Menu >> General Settings >> Status.***



Appendix

Tailor Your Shop Design

You have used the **Set-up Assistant** to specify your shop's basic design and to enter important data for identifying your shop. Ultimately, nothing is more important than imparting an appealing design to your shop. There are, of course, many more ways of customising your shop in accordance with your personal needs. We have therefore provided you with appropriate design elements.

Below is an overview of the standard elements on a shop's home page with additional information about them and how you can access them in the administration (see table):

Default design elements of a shop's home page

In the following table <Style> refers to the displayed image of the webpage where you will style the webpage by inserting new page elements and making other design changes

No.	Name	Access path in the administration
1	Shop's logo	Settings -> General settings -> Presentation or Setup assistant
2	Shop's name	Settings -> General settings -> Presentation or Setup assistant
3	Slogan	Settings -> General settings -> Presentation or Setup assistant
4	Link to home page	Design -> Advanced design <Style> -> Insert page element -> More page elements -> Link to home page
5	Link to drop down menus	Design -> Advanced design <Style> -> Insert page element -> Categories and products -> List of pages as a drop down selection
6	Link to the contact form	Design -> Advanced design <Style> -> Insert page element -> More page elements -> Link to the contact form
7	Link to about us	Design -> Advanced design <Style> -> Insert page element -> Information pages -> Link to contact information
8	Link to Terms and Conditions	Design -> Advanced design <Style> -> Insert page element -> Information pages -> Link to Terms and Conditions
9	Link to customer information	Design -> Advanced design <Style> -> Insert page element -> Information pages -> Link to customer information
10	Link to privacy policy	Design -> Advanced design <Style> -> Insert page element ->

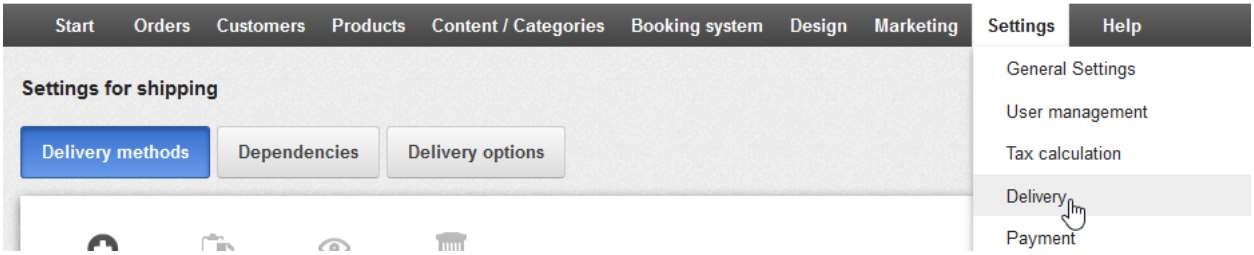
		Information pages -> Link to privacy policy
11	Mini shopping basket	Design -> Advanced design <Style> -> Insert page element -> Shopping basket and order -> Shopping basket summary as box
12	Sign-in	Design -> Advanced design <Style> -> Insert page element -> Customers and sign-in - > Customer Sign-in as a box
12	Shopping basket	Design -> Advanced design <Style> -> Insert page element -> Shopping basket summary as box
13	Informational text and Google map	Design -> Advanced design <Style> -> Insert page element -> User defined page elements -> Text -> Text editor -> Gadgets -> Maps
14	Home page text	Content/Categories -> Datasheet view -> General
15	Full-text product search	Design -> Advanced design <Style> -> Insert page element -> Categories and product -> Product search with link Advanced search
16	Promotional products	Content/Categories -> Create a Promotional products category -> Assign products
17	Newsletter subscription	Design -> Advanced design <Style> -> Insert page element -> Customers and sign-in - > Newsletter subscription as a box
18	PayPal logo and Credit Cards accepted	Design -> Advanced design <Style> -> Insert page element -> Payment -> PayPal logo
19	Products on the home page	Content/Categories -> Data sheet view -> Products tab
20	GST and Delivery message	Settings -> Product settings -> Texts
21	Copyright message	Design -> Advanced design <Style> -> Insert page element -> User defined page element -> Text

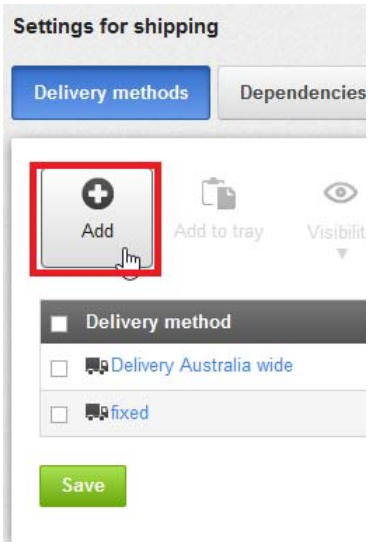
Consult the User Guide's "Design" section for a detailed explanation on how to customise layouts and designs.

Note: All design changes become visible when the page cache is either deactivated or updated. To define cache settings click on the main menu item *Settings,* and then on *General settings.* Simply click on *Page cache* in the upper menu bar then deactivate the page cache by unticking the checkbox and clicking the Save button. Any page content changes you make during your design work will then be refreshed immediately.

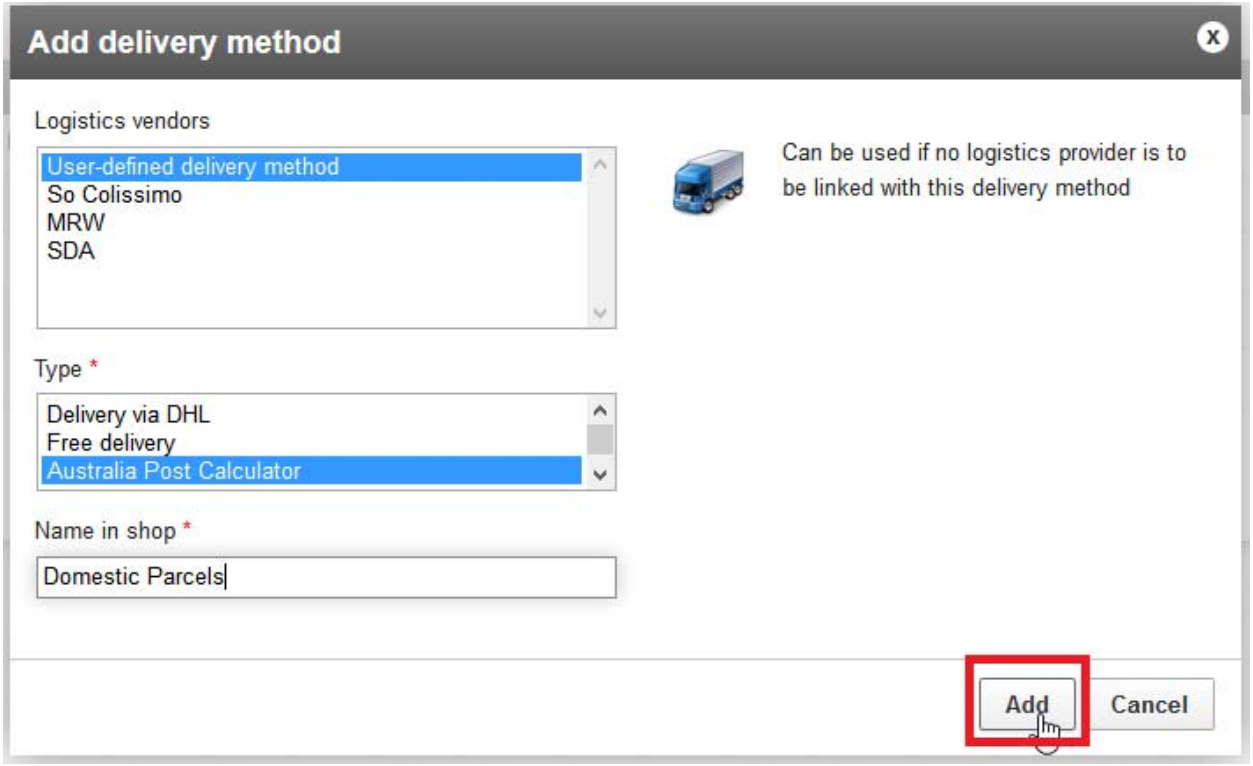
Delivery Method: Setting up Australia Post

In **Settings >> Delivery >> Delivery methods** select Add.

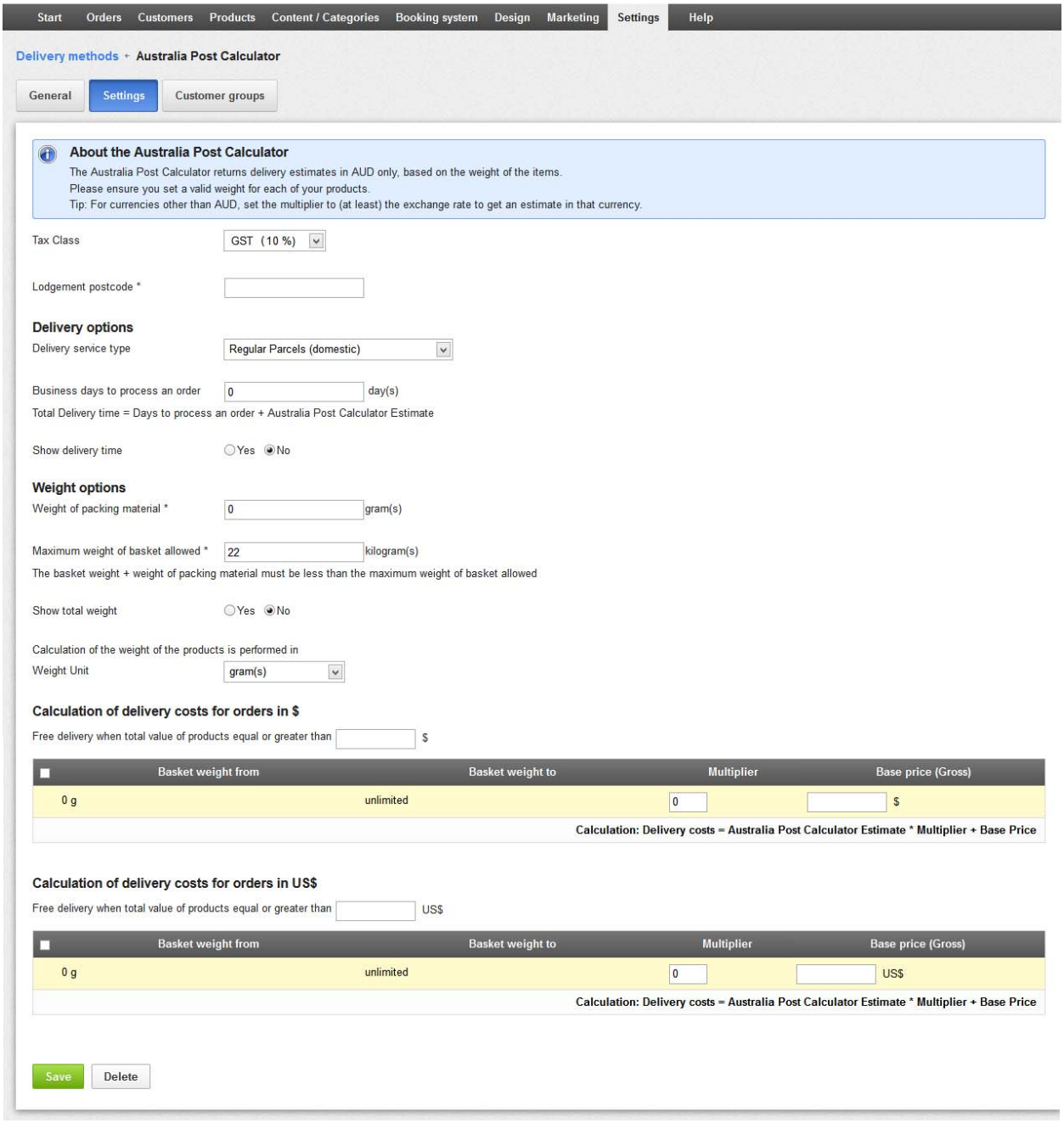




Now select Australia Post Calculator from the drop down list, enter a name in shop (i.e. “Domestic Parcels”) and then click Add.



Once you have added a new delivery method, you will be automatically taken to the Settings tab within the method.



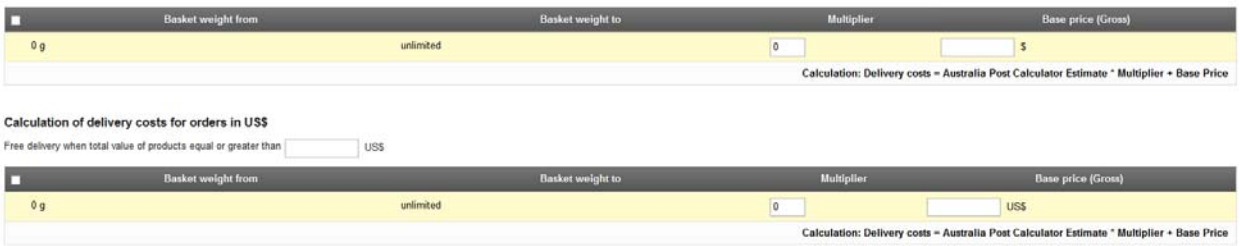
Tax Class	The default tax class is GST (10%).
Lodgement postcode	The postcode where the goods will be shipped from
Delivery service type	The merchant is able to configure two domestic service types (Regular Parcels and Express Parcels) and up to five international service types (Air Mail, Sea Mail, Express Courier International Document, Express Courier International Merchandise and Express Post International). Each service type needs to be set up as a separate delivery method.
Business days to process an order	The merchant is able to add processing time and it will be included in the delivery time estimate
Show delivery time	The delivery time will consider the Australia Post Calculator estimate + any value added above under “Business days to process an order”.
Weight of packing material	The weight of the packing material will be added to the weight of the products when calculating the total basket weight.
Maximum weight of basket allowed	This should be aligned with the maximum weight allowed by Australia Post for the selected Delivery Method. Current information is available on the Australia Post website, but generally speaking the maximum weight allowed is 22 kg.
Free delivery when total value of products equal or greater than	The merchant has an option to set a figure here for free shipping over a certain amount, e.g. if set to $20 then the delivery will be free when the customer orders products worth $20 or more. Free delivery will only be available when you set a value in this field.
Show total weight	Select whether to display the total weight as part of the checkout process
Weight Unit	This would generally be set to grams or kilograms.

The delivery cost to the customer when using the Australia Post Calculator method is determined as follows:

Delivery costs = Australia Post Calculator Estimate * Multiplier + Base Price

The Multiplier allows you to adjust the Australia Post delivery price by some factor.
The Base Price allows you to add a specific extra cost

Note: If you wish to present only the Australia Post calculated amount, the **multiplier should be set to 1 and the base price set to $0**. If you want to recover costs for handling, you can enter the additional surcharge under base price.



Tip: For currencies other than AUD, set the multiplier to (at least) the exchange rate to get an estimate in that currency

Prepaid Satchel Set Up

If you want to use prepaid satchels, set the multiplier to 0 and the base price should be set equal to the cost of the satchel for the applicable weight range. It is important that this is set up under the applicable Delivery Method (i.e. Regular in the case of Prepaid Parcel Post Plus 3kg satchel). As at the time of printing, there are 3 sizes of prepaid satchels available from Australia Post – 500 g, 3 kg and 5 kg. Please check the Australia Post website for current information.

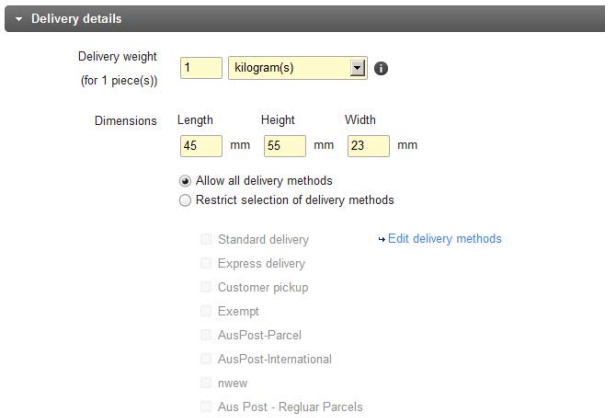
Making Visible

Once you have updated and saved the settings, go back to the General tab and set the delivery method to visible. You can also change the name of the delivery method on this tab.

Product Set Up

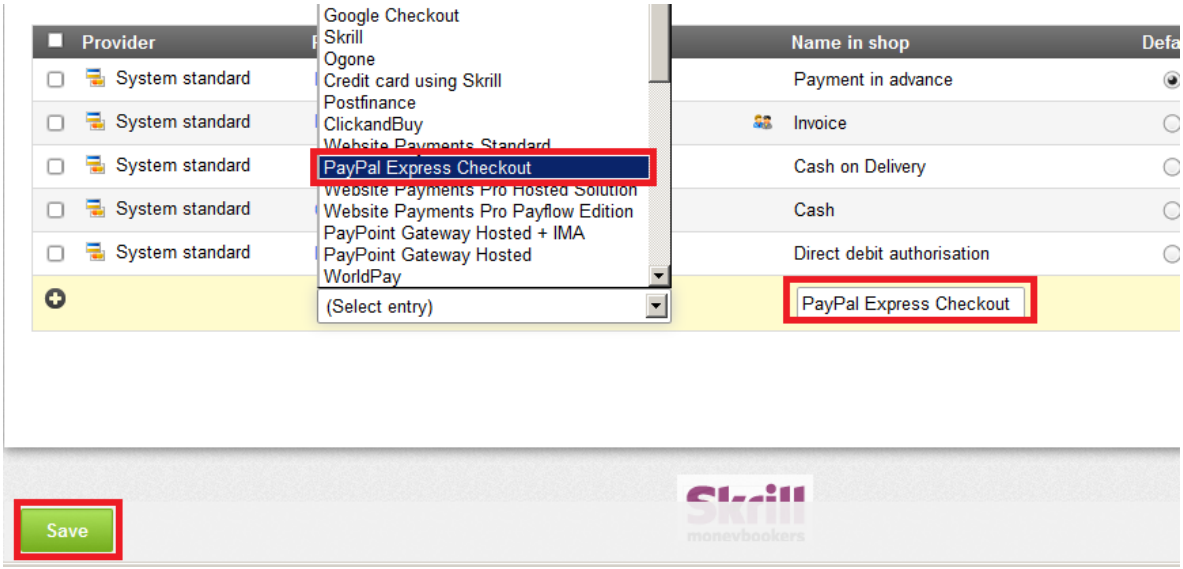
The merchant needs to populate each product's weight in order to use the Australia Post delivery methods. It is possible to restrict the delivery methods at a product level.

NOTE: Every product must have a weight entered in order to use the Australia Post Delivery methods.



Payment Methods: Setting up Payment Gateway – PayPal Express Checkout

In the drop-down selection list select *PayPal Express Checkout* and enter a name for the payment method that your buyers will see then click on "*Save*".



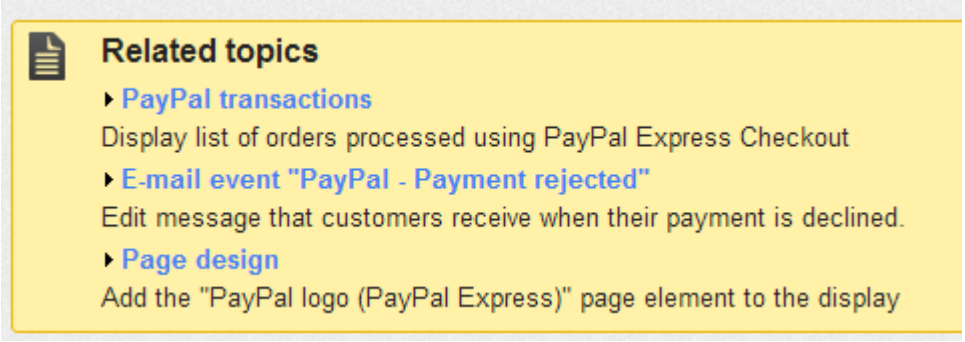
Once you have added a new payment method you will see it available in the list of payment methods but it will be greyed out and the words *"Complete it*" will appear:

You can open the payment method by clicking on the payment method name or "*Complete it*"

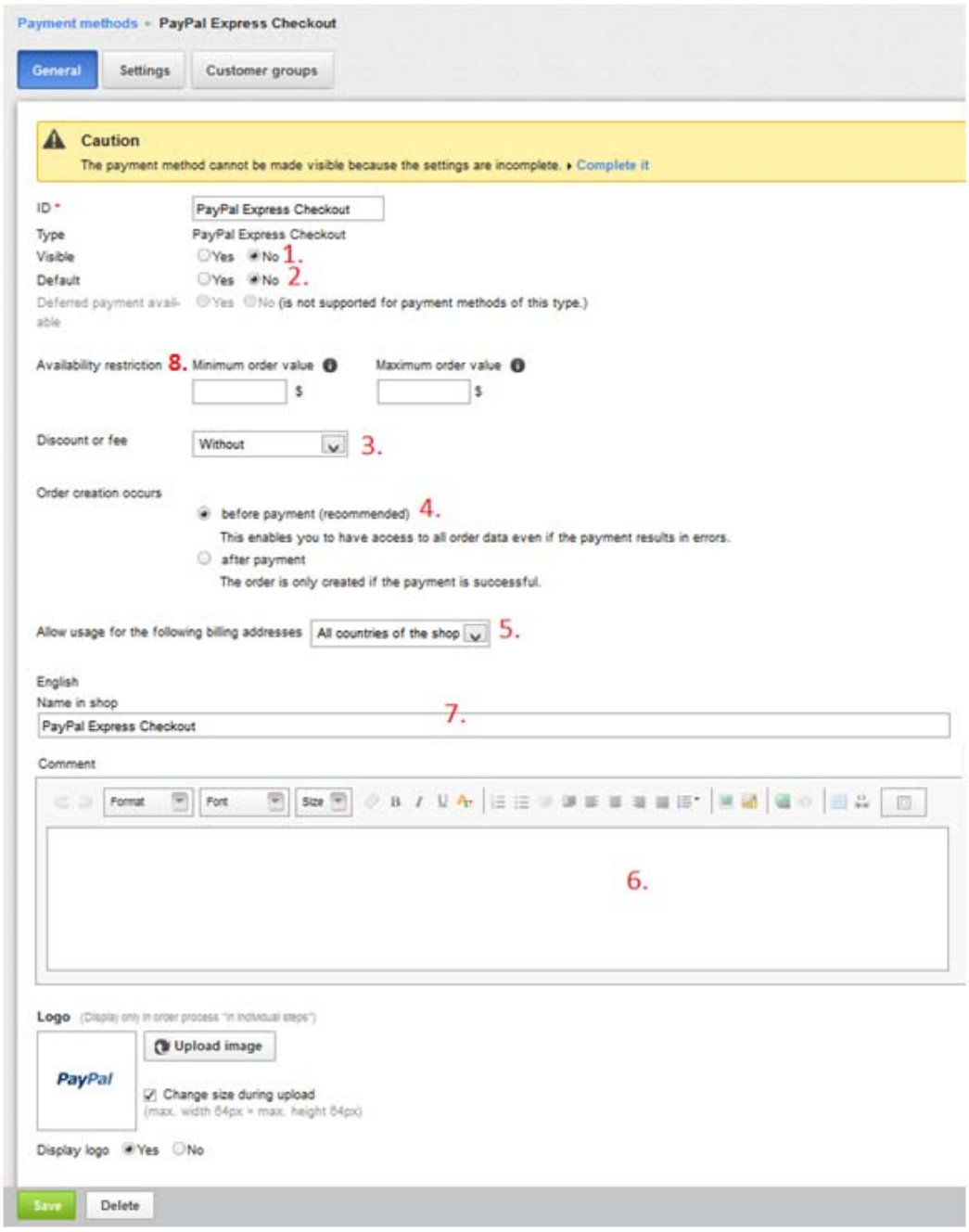
When you open the payment method you will need to complete certain settings in order to enable the payment method for testing. It is very important that you set the Operational mode to 'Test' before doing any testing of the PayPal payment method. The settings will be different for each payment method.

Tips and Hints:

Follow the Tips and hints link to ensure that your visitors see the PayPal logo and the credit cards that you accept:

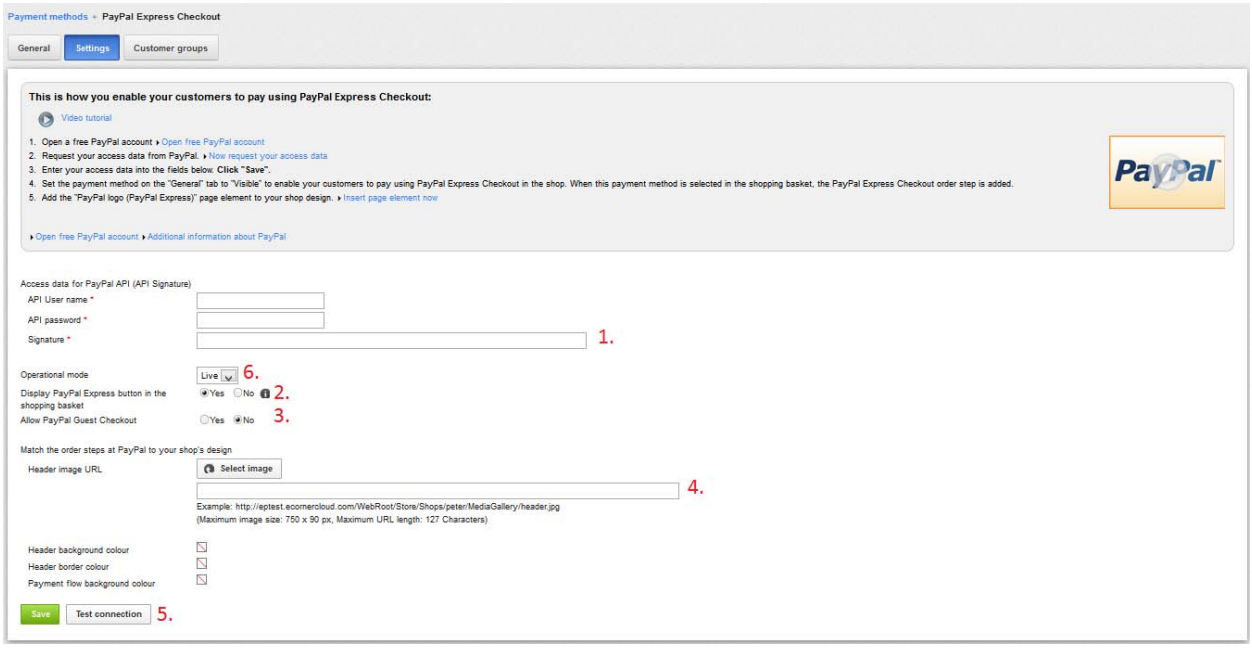

Related topics
PayPal transactions
Display list of orders processed using PayPal Express Checkout
E-mail event "PayPal - Payment rejected"
Edit message that customers receive when their payment is declined.
Page design
Add the "PayPal logo (PayPal Express)" page element to the display

General Tab



1. After completion of the payment method, it must be set to visible before it can be used
2. You can make the payment method a default for customers in the store
3. You can offer a discount for using PayPal or if a negative it will add as a fee.
4. The order can be created before or after payment and we recommend before if using PayPal Express Checkout but ensure that payment arrives in your PayPal account before processing the order.
5. If you sell to multiple countries then you can make a payment method specific to a country.
6. You can add a comment which will appear to the customer in the shopping basket.
7. You can change the name seen by the customer during the checkout process.
8. You can restrict the use of this payment method to orders of a specified value range.

Settings Tab


Payment methods » PayPal Express Checkout
General
Settings
Customer groups
This is how you enable your customers to pay using PayPal Express Checkout:
Video tutorial
1. Open a free PayPal account » Open free PayPal account
2. Request your access data from PayPal. » How request your access data
3. Enter your access data into the fields below. Click "Save".
4. Set the payment method on the "General" tab to "Visible" to enable your customers to pay using PayPal Express Checkout in the shop. When this payment method is selected in the shopping basket, the PayPal Express Checkout order step is added.
5. Add the "PayPal logo (PayPal Express)" page element to your shop design. » Insert page element now
» Open free PayPal account » Additional information about PayPal
Access data for PayPal API (API Signature)
API User name *
API password *
Signature *
1.
Operational mode
Live
6.
Display PayPal Express button in the shopping basket
Yes No
2.
Allow PayPal Guest Checkout
Yes No
3.
Match the order steps at PayPal to your shop's design
Header image URL
Select image
4.
Example: http://eptest.ecornercloud.com/WebRoot/Store/Shops/peter/MediaGallery/header.jpg
(Maximum image size: 750 x 90 px, Maximum URL length: 127 Characters)
Header background colour
Header border colour
Payment flow background colour
Save
Test connection
5.

1. You need to add all the correct API Signature information that you get from your PayPal account. Instructions to get the correct information are available at the top of this tab with links to PayPal.
2. You can select to show the PayPal Express Checkout button in the shopping basket. If 'NO' is selected it will default to PayPal Standard.
3. You can allow your customers to checkout without a PayPal account.
4. You can add a graphic header that will appear on your PayPal payment page for your customers.
5. Once all is completed and 'Saved' then you can test the credentials are correct with PayPal.
6. Once everything is setup correctly then set the payment method to 'Live' and 'Save'.